



SUNSHINE COAST

PO Box 287  
Mooloolaba QLD 4557  
(120 Brisbane Road)

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F 07 5478 0088

admin@kbw.com.au

BRISBANE

Unit 34 Argyle Place  
14 Argyle Street  
Albion QLD 4010

T 07 3862 2452  
F 07 5478 0088

admin@kbw.com.au

HERVEY BAY

5/12 Nissen Stree  
Pialba QLD 4655

T 07 4124 1911  
F 07 5478 0088

admin@kbw.com

## INSURANCE CLAIM DETAILS

Building Name:		CTS Number:		Lot Number:	
Full Name of Owner:					

### DETAILS OF PERSON MAKING CLAIM: (Unit Owner or Property Manager)

Name/s:				
Address:				
Phone Number:		Email Address:		

### DETAILS OF INCIDENT:

Date incident occurred:		Which Unit or Area Involved:	
Brief Details of Incident (e.g. Water Damage from Roof Leak):			

### DESCRIPTION OF INCIDENT:

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**PLEASE NOTE:** If damage caused by **Vandalism / Malicious Damage or Break and Enter** then the Police Crime Report Number and Station reported needs to be included in Incident Details.

I hereby declare that the information provided, including description of property lost or damaged, is true & correct.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Please print name: \_\_\_\_\_

#### PLEASE RETURN COMPLETED REQUEST TO:

Email: [insurance@kbw.com.au](mailto:insurance@kbw.com.au)

Fax: 07 5478 0088

Post: PO Box 287  
Mooloolaba QLD 4557

Following receipt of this form, someone from our office will be in contact with you.