



# Property Claim Form

Office Use Only

Claim Number
Excess \$

INSURED'S NAME \_\_\_\_\_

ADDRESS: \_\_\_\_\_

SUBURB/TOWN \_\_\_\_\_ STATE: \_\_\_\_\_ POSTCODE: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

POSITION: \_\_\_\_\_

EMAIL \_\_\_\_\_ PHONE: \_\_\_\_\_

- DATE OF LOSS: \_\_\_\_\_
- ADDRESS OF LOSS OR DAMAGE (If different to above): \_\_\_\_\_
- APPROX VALUE OF LOSS: \$ \_\_\_\_\_ POLICE REPORT ATTACHED? YES / NO
- PHOTOS TAKEN OF THE DAMAGE? YES / NO (please attach)
- DESCRIPTION OF LOSS (including cause): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6) ANY OTHER ADDITIONAL INFORMATION (INSURED COST CENTRE CODE/ACCOUNT CODE): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

7) ABN (must be supplied): \_\_\_\_\_ ARE YOU REGISTERED FOR GST? YES / NO

8) BANK ACCOUNT DETAILS (must be completed for payment)

NAME OF BANK	BSB NUMBER	ACCOUNT NUMBER

*I do solemnly and sincerely declare that the foregoing particulars are true and correct and that the information contained in the Schedule represents a faithful account of the actual loss without including any profit or advantage of any kind and I make this declaration conscientiously believing the same to be true and by virtue of the provision of an Act of Parliament rendering persons making a false declaration punishable for wilful and corrupt perjury.*

NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Please return to (email is preferred)  
Insurance Claims Officer  
Email: [insurance@victas.uca.org.au](mailto:insurance@victas.uca.org.au)

The Uniting Church in Australia  
Risk Management and Insurance Services  
130 Lonsdale St, Melbourne Vic 3000  
Fax: 03 9116 1499

**General enquiries and claim enquiries**  
Tel: 03 9116 1995

**All new claims**  
(Assessments, make safe and after hours)  
Mobile: 0499 303 494

**Please notify the Insurance team as soon as the incident has been brought to your attention.**

*The claim can be processed quicker when supporting documentation (Quotations, Invoices, Police Reports, Proof of Ownership and Photos) are provided to the Insurance team in a timely manner.*