

# Landlord Preferred Policy Claim Form



If the property damage will exceed \$1500 you **MUST** call REAL Landlord Insurance Ltd as we may need to appoint a loss adjuster. Failure to do so may result in your claim being reduced or declined.

**FREephone 0800 00 35 45**

**F 09 438 0651**

**PO Box 1167 Whangarei 0140**

**E office@rlinz.co.nz W www.rlinz.co.nz**

All intentional damage and **theft claims MUST** be reported to the **POLICE**.  
If you can claim under any **other Insurance Policy**, we will only pay over and above the limit payable by the **other Insurance**. Contact us to discuss.

Approved Property Management Company:

Property Manager:

Phone:

Email:

Landlord's full name:

Address of property where loss or damage occurred:

Details of other insurances on the property:

Did the property have Landlord Insurance previously (other than the REAL Landlord policy)?  
(If yes please provide name of the insurer plus a copy of a paid invoice or certificate of currency)

☐ Yes

☐ No

## Tenancy Details

Full Name of defaulting tenant:

Forwarding Address or further information for defaulting tenant:

Lease Term from: to:

Lease Type: ☐ Periodic ☐ Fixed Term

Date Tenant moved in:

Date Tenant moved out:

Did the tenant give any notice to leave the property: ☐ Yes ☐ No When:

On what date did you request a hearing for a possession order?

On what date did you receive the bond refund?

Date rent paid up to (excluding bond refund):

Bond to be used for re-letting expenses if only claiming loss of rent:

Has the property been re-let: ☐ Yes ☐ No If NO, why?:

If YES, what date:

Bond \$

Weekly Rent is: \$

## Loss of Rent Claims

LOSS OF RENT from to Days \$

Less Amount on hand \$

Equals SUBTOTAL \$

Less Excess \$

MAXIMUM amount claimable (per policy limit) \$

## Type of Loss

☐ Contents ☐ Water Damage ☐ Loss of Rent ☐ Theft ☐ Intentional Damage to Property ☐ Legal Liability ☐ Other

Who caused the loss or damage?

Please give a brief description of the Loss or Damage? What happened? Please provide as much information as possible; this will assist with fast settlement.

Name and address of any witness(es):

Who discovered the loss or damage, and when? Name:

Time:

Date:

### For ALL Intentional Damage Claims

Have you approached the Building Insurer? ☐ Yes

Name of Building Insurer:

Letter of Declinature attached? ☐ Yes

To which Police Station was the loss or damage reported?

Name of Officer:

Report No:

### Other Claims (e.g. Intentional Damage)

Item	Invoice Amount
	\$
	\$
	\$
	\$
Total Expenses	\$
Total of loss claimed	\$
Deduct excess applicable	\$
Total claim	\$

### Bond Deductions (Please ensure invoices are attached)

Not required for Loss of Rent Claims (only)

Item	Invoice Amount
	\$
	\$
	\$
	\$
Total Deductions	\$

NOTE: any bond remaining after reletting expenses have been deducted will be applied against all claims.

**IMPORTANT: To reduce delays in the settlement of this claim, complete all questions and attach copies of the following supporting documents, if you cannot supply any of the requirements please advise the reason why above.**

#### Required for Loss of Rent Claims

- ☐ Copy of tenants rental history ledger - showing **FULL** rental history
- ☐ Copy of the application for tenancy of defaulting tenant (for our recovery purposes)
- ☐ Lease Agreement for the defaulting tenant confirming lease commencement and expiry dates
- ☐ Copy of breach notices, termination notices, court applications, orders issued against the tenant - WE NEED ALL OF THEM
- ☐ Evidence of bond refund, either copy of refund cheque or trust a/c receipt or court order
- ☐ Proof of advertising (copy of advertisement or account) - 2 forms required
- ☐ Termination / Eviction Notices
- ☐ Copy of Lease Agreement for the new tenant (if relet)

#### As well as above, required for all other claims

- ☐ Copy of Police Complaints card or report (If claiming intentional damage/theft)
- ☐ Copy of all invoices for bond reletting expenses (if claiming for other or in addition to than Loss of Rent)
- ☐ Copy of Entry, Routine and Exit Property Condition Reports/Inventory if claiming damages/theft
- ☐ Copy of Managing Agency Agreement
- ☐ Invoices for property damage, e.g. Intentional

Declaration: I hereby solemnly and sincerely declare the foregoing statements and particulars to be true and correct and I make this true and solemn declaration by conscientiously believing the statements and particulars contained herein to be true in every particular.

Date at

this

day of

Signature

Name in full

CLAIM FORM