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## INSURANCE CLAIM INFORMATION

To avoid any unnecessary delays with processing, please provide all applicable invoices, quotations, photos and police incident report number with your claim.

Please include your contact details so that we can contact you if necessary.

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**Today's date:** \_\_\_\_\_

**Building name:** \_\_\_\_\_

**CTS number:** \_\_\_\_\_

**Lot number:** \_\_\_\_\_

**Building street number and address:** \_\_\_\_\_

**Suburb and postcode:** \_\_\_\_\_

**Date of Incident:** \_\_\_\_\_

**Details of claim – what happened?** (if insufficient space, please attach another page)

**Claim lodged by (print name):** \_\_\_\_\_

**Phone number:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Signature:** \_\_\_\_\_