

Letter to Insurer to Notify of Property Damage after a Natural Disaster

Once complete, please screenshot this form so that you have a copy to send to your insurer with photos

Policy holder name: _____

Policy holder address: _____

Insured property address: _____

Policy number: _____

Contact phone or email: _____

My connection is NORMAL, INTERMITTENT or NIL (I am relying on community wifi):

Dear Insurer,

The above insured property has been damaged in a **fire / flood / storm / other**.

The residence is **Safe to Live in**

YES

NO

I describe the event as:

Initial description of damaged property and items:

I have removed these items from the property to prevent further damage e.g. fabrics such as carpets and lounges (take photos and keep a fabric patch before removing):

Emergency repairs (e.g. window, fridge, walls, floor coverings) (take photos):

I Include photographs of the following:

I need:

Emergency Money:

(this will be deducted from your final insurance claim payment)

Emergency Accommodation:

(Will the money for emergency accommodation come out of my final settlement or is it included in my policy?)

Financial Hardship

I am not able to pay my excess because I am experiencing financial hardship.

Please (choose one):

- a. Take my excess out of any cash settlement at the end of my claim

OR

- b. Allow me to pay my excess by instalments of [\$ _____] a month for [_____] months.

I look forward to hearing from you within 10 working days. In the meantime, please confirm that you will continue to process my claim without delay.

Sincerely,

Name _____

The policy holder