

MGIB LANDLORD CLAIM FORM

Lodging a landlord claim is easy with MGIB! Simply complete this form and email it to info@mgib.com.au with the relevant supporting documents noted below.

Policy number

Insured's name

Property Management Agency

Email

Phone number

The address of Loss

Postcode

Confirmation if GST and ITC is applicable:

No

Yes

Banking details for EFT or other payment instructions:

Account name

BSB

Account number

Ref

Date of loss

Detailed description (what happened, when did the tenant vacate, etc.)

Landlord Claims Supporting Documentation

| Supporting documentation | Claim type | | | |
|---|--------------|------------------|-----------------|--------------|
| | Rent Default | Malicious Damage | Theft by Tenant | Loss of Rent |
| Current Lease Agreement or Relevant Lease in Default | Yes | Yes | Yes | Yes |
| Copy of tenant rent ledger | Yes | - | - | Yes |
| Copies of all breach & termination notices issued to the tenant | Yes | - | - | - |
| Executed warrant if applicable | Yes | - | - | - |
| Documentation to support refund from the rental bond board | Yes | Yes | Yes | - |
| Copy of invoices for amounts deducted from the bond | Yes | Yes | Yes | - |
| Copy of new lease (immediately after Defaulting Tenant vacated) | Yes | - | - | - |
| Photos of items / damage | - | Yes | Yes | Yes |
| Invoices / Quotes for repairs / replacement of damage | - | Yes | Yes | Yes |
| Ingoing and Outgoing Inspection reports | - | Yes | Yes | - |

For any other claims call MGIB direct on 08 9213 9888. For more information, visit mgib.com.au

Important Information

Why do we need so many documents?

| Supporting documentation | Why is this document required? |
|---|--|
| Current Lease Agreement or relevant Lease in default | The current Lease Agreement confirms the lease terms, amount of agreed rent, bond and the name of the defaulting tenant |
| Copy of Tenant Rent Ledger | The Tenant Rent Ledger confirms rent payment history and associated deductions (e.g. bills paid by the Property Manager). The Tenant Rent Ledger confirms rent default has occurred within the policy cover period |
| Copies of all Breach and Termination Notices issued to the tenant | Breach and Termination Notices confirm the correct legal steps were taken in to mitigate the loss |
| Executed Warrant if applicable | The Executed Warrant confirms the vacate date and provides tenant information that assists with recovering claim costs |
| Documentation to support refund from the Rental Bond Board | The documentation from the Rental Bond Board confirms the amount paid back to the insured, or if the bond was given back to the tenant |
| Copy of invoices for amounts deducted from the bond | The invoices confirm the amount of bond money utilised for uninsured loss (e.g. cleaning, etc.) and assists with determining claims settlement |
| Copy of new Lease (immediately after defaulting tenant vacated) | The new Lease confirms when the property was re-let, and when the insured began to receive rent again |
| Photos of items / damage | Photos assist with confirmation of ownership and determining the extent of damage |
| Invoices / Quotes for repairs | Invoices and quotes determine the cost of the claim and assist with settlement |
| Ingoing and Outgoing Inspection reports PCR's | The inspection Reports confirm the damage has occurred within the policy period and is not pre-existing |



MGIB
Insurance Brokers &
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ABN 77 070 159 492

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Call 08 9213 9888
Email info@mgib.com.au

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