

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
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Call 08 9213 9888
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