

# Property claim form



0800 252 461 | [claims.team@crombielockwood.co.nz](mailto:claims.team@crombielockwood.co.nz)

This form collects personal information about you so we can consider your claim and update your insurances. It will be held by Crombie Lockwood (NZ) Limited and the underwriter who receives your claim. You may request access to, and correction of, this information subject to the provisions of the Privacy Act 1993. The collection of this information by Crombie Lockwood (NZ) Limited is required under the terms of your insurance policy. Failure to provide this information may result in your claim being declined.

## PERSONAL DETAILS

Insured name: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Contact person: \_\_\_\_\_  
If Trust, Company or Body Corporate

Email: \_\_\_\_\_ Contact's phone number: \_\_\_\_\_

Address: \_\_\_\_\_

**Policy reference client number:** \_\_\_\_\_

Preferred method of contact: \_\_\_\_\_

Crombie Lockwood Branch you are insured through: \_\_\_\_\_

## LOSS DETAILS

1. When did the loss occur?      Time: \_\_\_\_\_      Date: \_\_\_\_\_

2. Where did the loss occur?      Street: \_\_\_\_\_      Town: \_\_\_\_\_

3. What happened and how did it occur?

If you answer "Yes" for any question (4 to 8) please give full details **If yes - details:**

4. Does someone other than you own any of the damaged property/assets?       Yes       No

5. Do you know who was responsible for the loss?       Yes       No

6. Is there finance on any of the property claimed for?       Yes       No

*Please include police file number and details*

7. Were the police notified?       Yes       No

8. Is there any other insurance on this property?       Yes       No



## FURTHER INFORMATION OR COMMENTS

## DECLARATION

**I declare** that to the best of my knowledge the details given in this claim form are true.

**I undertake** to render all possible assistance in connection with this claim.

**I agree** that Crombie Lockwood (NZ) Limited and the insurance company (and/or their agent) with whom I am insured may give to or obtain from appropriate individuals or organisations information relevant to this claim.

**I agree** that the insurance company with whom I am insured may give to or obtain from ICR details of information relevant to this claim. (The Insurance Claims Register Ltd (ICR) holds details of claims under policies issued by participating insurers. Participating insurers can check details of your claims history at ICR.)

Note: Failure to provide correct and complete information could result in your claim not being accepted by the insurance company.

**I have read and I understand the above Declaration**

Signature of Insured:  
(person completing this form)

Date:

## DIRECT CREDIT DETAILS

Bank Branch Number	Account Number	Suffix
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Account Name:

## CROMBIE LOCKWOOD CLAIMS CONTACT

Claim Handler: **Claims Team**

Phone Number: **0800 252 461**

Email: [claims.team@crombielockwood.co.nz](mailto:claims.team@crombielockwood.co.nz)

## SUPPORTING DOCUMENT CHECKLIST

Please include the following attachments where available

- |  |   |
|--|---|
| <input type="checkbox"/> Proof of ownership where lost or stolen items being claimed - e.g photos, receipts, manuals or asset register etc | <input type="checkbox"/> The police file number or copy of the police acknowledgement if applicable |
| <input type="checkbox"/> Photos of item(s) if damaged  | <input type="checkbox"/> Written quotes to repair or replace the item(s)                            |
| <input type="checkbox"/> A report on damage sustained, confirming if is repairable and the cause if applicable                             |   |