

**Attention Claims Department**



**RE:- POLICY** \_\_\_\_\_  
**STRATA PLAN** \_\_\_\_\_  
**CLAIM NUMBER** \_\_\_\_\_  
**RISK ADDRESS** \_\_\_\_\_

~~We wish to advise that the above strata property consists of \_\_\_\_\_ units and therefore there is no Body Corporate bank account or Common Seal that exists. As this is the case we are unable to receive and payment made out to The Owners of Strata Plan \_\_\_\_\_.~~

We now make reference to the current claim concerning damage to \_\_\_\_\_ that occurred on the \_\_\_\_/\_\_\_\_/\_\_\_\_\_.

Please have the settlement cheque for this claim endorsed and made payable to \_\_\_\_\_ as the owner of Unit \_\_\_\_\_.

Alternately the funds can be paid by EFT into the account listed below

**Account Name** \_\_\_\_\_  
**BSB** \_\_\_\_\_  
**Account Number** \_\_\_\_\_  
**Ref to show on statement** \_\_\_\_\_  
**Email for remittance** \_\_\_\_\_

I am registered for GST **YES** **NO**

Australian Business Number (ABN) \_\_\_\_\_

To what extent are you entitled to claim input tax credit ? \_\_\_\_\_ %

**Please note payment can be made to the Unit Owner ONLY. It cannot be made to a Real Estate Agent or Contractor direct.**

\_\_\_\_\_  
Signature of Owner unit \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Printed Name of the above

\_\_\_\_\_  
Witness Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Printed name of Witness \_\_\_\_\_ Relationship to the Strata \_\_\_\_\_

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