

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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