



# HOME WARRANTY INSURANCE NOTIFICATION OF LOSS FORM

This form is to be used for loss notification to satisfy the requirements of section 103BA of the Home Building Act 1989 (NSW). In accordance with the provisions of the Home Building Act 1989, Home Building Regulation 2004 and the conditions of my home warranty insurance policy I hereby submit notification of a loss under this policy.

## Section 1 Contractor/Builder information

CGU Policy number

Builders licence / Registration no.

Business telephone no.

Builder's name

Contact name

Have you contacted the builder? (please refer to our FAQ for details on the importance of contacting the builder)

Yes  No

If 'Yes', What was the builder's response?

If 'No', please provide the reason for not contacting the builder

## Section 2 Home owner information

Home owner/Beneficiary name

Current postal address

Postcode

Email address

Contact telephone no.

## Section 3 Site location

Lot no.

Unit no.

Street no.

Street name

Suburb/Town

State

Postcode

## Section 4 Grounds for Loss

Work commencement date

Date work ceased

Incomplete/non-commencement of work:

No  Yes

If 'Yes', contract date

If works are incomplete, what were the circumstances resulting in the non-completion?

Defective work    Yes     No

When did you become aware of the loss?  /  /

What action have you taken to mitigate your loss?

Brief description of each defect (please number each item and attach a separate sheet if required)

### Section 5 Owner declaration and acknowledgement

I/we declare and acknowledge that the details provided above are true and correct.

I/we agree that, by submitting this form, the personal information I/we provide to CGU Insurance in this form or otherwise may be collected, held, used and disclosed in the manner set out in the CGU Privacy Policy found at [www.cgu.com.au/privacy](http://www.cgu.com.au/privacy), including for processing this claim.

Declared by (print name)

Date  /  /

Signature

On completion of this form, please print and sign. When ready, please return the form and additional documentation to CGU Claims via mail, fax or e-mail.

### Section 6 Checklist

Please provide the following documents if you have them:

1. Building experts report
2. Building Contract
3. Photos of the loss
4. Plans/specifications
5. Quotes for rectification of loss
6. Final Inspection certificate/occupation certificate

**When complete, please forward the claim to:**  
**CGU Home Warranty Insurance**  
**GPO Box 244**  
**Sydney NSW 2001**  
**[home.warranty@cgu.com.au](mailto:home.warranty@cgu.com.au)**  
**Tel 02 9292 2190**



Insurer  
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