VEHICLE INCIDENT/LOSS REPORT

Claim No: _____ ☐ A ☐ B ☐ X

SECTION 1: RENTAL VEHICLE DETAILS

Registration No: _____ MVA No: _____ Rental Agreement No: _____

SECTION 2: TO BE COMPLETED IN FULL BY THE RENTER/DRIVER OF RENTAL VEHICLE

Renter's Name: _____ Mobile No: _____ Business Ph: _____

Address**:** _____

Email Address: _____

Driver's Name: _____ Mobile No: _____ Business Ph: _____

Address: _____

Date of Birth: _____ Licence No: _____ Expiry Date: _____ Relationship to renter: _____

State purpose of vehicle use: ☐ Private ☐ Business - Company Name and Phone Number: _____

Was rented vehicle a substitute for a vehicle you normally drive? ☐ No ☐ Yes - Insurance company of your vehicle: _____

Had any intoxicating liquor or drugs been consumed in the previous 12 hours? ☐ No ☐ Yes - How much and when? _____

Was driver breathalised/drug tested/blood tested? ☐ No ☐ Yes - What was the reading? _____

SECTION 3: PARTICULARS OF OTHER VEHICLE DAMAGE

How many third-party vehicles were involved? _____ If none, please go to section 4.

ALL SECTIONS MUST BE COMPLETED FOR EACH VEHICLE

Vehicle 1: Make/Model: _____ Reg. No. _____ Insurance Company: _____

Vehicle Owner Name: _____ Vehicle Owner Address: _____

Was the vehicle owner driving the vehicle? ☐ Yes ☐ No – Provide driver's details below.

Driver Name: _____ Address: _____ Mobile No: _____

Email Address: _____ Date of Birth: _____

Licence No: _____ Issuing State/Country: _____ Expiry Date: _____

Vehicle 2: Make/Model: _____ Reg. No: _____ Insurance Company: _____

Vehicle Owner Name: _____ Vehicle Owner Address: _____

Was the vehicle owner driving the vehicle? ☐ Yes ☐ No – Provide driver's details below.

Driver Name: _____ Address: _____ Mobile No: _____

Email Address: _____ Date of Birth: _____

Licence No: _____ Issuing State/Country: _____ Expiry Date: _____

Description of damage to third party vehicles: _____

_____

_____

If more than 2 third party vehicles were involved, please provide additional details on an attached page.

Did any driver make admission of liability? ☐ No ☐ Yes – Provide details: _____

Did anyone hold you responsible for the incident? ☐ No ☐ Yes – Provide details: _____

SECTION 4: PARTICULARS OF PROPERTY DAMAGE

Was there any damage to public property? ☐ No ☐ Yes – Provide details: _____

_____

Was there any damage to private property? ☐ No – Go to section 5 ☐ Yes – Provide details below:

What is the property address? _____

Was the property owner notified? ☐ No ☐ Yes – Provide owner details: _____

SECTION 5: INCIDENT DETAILS

Date of incident: _____ Time: _____

Where did the incident occur? _____

Street/s Name: _____ Suburb: _____ State/City: _____

Road Conditions: ☐ Wet ☐ Dry Road Surface: ☐ Sealed ☐ Unsealed

Speed of your vehicle 25 metres **prior** to impact: _____ Speed of your vehicle at impact: _____

Was your vehicle on the correct side of the road? ☐ Yes ☐ No - Describe exact position: _____

State who, in your opinion, was responsible for the incident and why: _____

_____

State extent of damage/loss to rental vehicle: _____

_____

Was vehicle towed from accident scene or drivable? ☐ Towed ☐ Drivable

Explain exactly how the incident occurred – draw in space provided:

_____

_____

_____

_____

Name/address & phone number of witnesses *(state if independent witness or passenger)* _____

_____

DIAGRAM OF ACCIDENT

A – RENTAL VEHICLE **B** – THIRD PARTY VEHICLE **C** – ADDITIONAL VEHICLE

Give direction of travel prior to impact and place of impact. Draw and label vehicles with either A, B or C as per example to the right.



N.B. Indicate any traffic controls, e.g. Give Way Sign, Traffic Lights, Road Markings

Did a police officer attend the scene? ☐ No ☐ Yes – Name and Station: _____ Police Incident No: _____

Did you take any images that may assist us? ☐ No ☐ Yes - Please include claim number in the subject line and email to the branch location email address.

SECTION 6: DECLARATION

I/We declare the information given in this form to be true and correct and agree to provide all necessary assistance in dealing with this claim. I/We authorise the Australia/New Zealand Police and any other third party to release any information relating to the incident giving rise to this claim. I authorise the applicable rental car company to disclose personal information regarding this incident to other third parties to assist in processing the claim. I consent for my debit/credit card to be debited the excess applicable as per my rental agreement. I/We do hereby declare and warrant that the above information is true and correct.

Signature of Renter: _____ Date: _____ Signature of Driver: _____ Date: _____

Agent Name: _____ Date: _____

Excess Amount Charged: $_____ Renting Location: _____ Reporting Location: _____