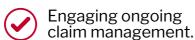
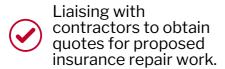
Who Does What When It Comes To Insurance?

Claims







Supply relevant client disclosure info to Insurers when there is a non-property claim (i.e Public Liability).



Undertaking activities involved in loss mitigation.



Forwarding contractor quotes and gueries to Insurers.



Receiving and forwarding invoices for approved insurance works to Insurer as appropriate.



Provide assistance required for nonproperty insurance claim.



Liaising with Loss Adjusters.



Receiving and processing the Insurers acceptance or reiection of the claim.



Receiving and receipting payment from Insurers, and paying contractors.

Claims

Strata Manager

Strata Manager



Advising or guiding clients regarding whether or not to make a claim.



Assessing Lot Owner enquiries about Policy coverage for loss or damage.



Lodging routine claims relating to common property on behalf of the client.



Lodging complex/major or non-routine claims.





Who Does What When It Comes To Insurance?

Renewals

Strata Manager & Broker

Liaise with Preferred Insurance Broker or alternative Brokers to arrange insurance renewal terms.



Facilitate queries between Committee and Broker.



Circulate renewal options to the Committee on receipt from the Broker and instruct the Broker when the Committee have made their acceptance known.

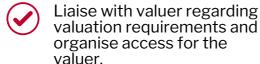
Valuations

Strata Manager

Seek instructions to obtain an insurance valuation.



Prepare a motion to engage a valuer.





Review insurance valuation and provide a copy to the Committee.



Provide a copy of the valuation to the Broker or Insurer.

Strata Manager & Broker

Other



Maintain a register of Insurance claims and maintain insurance documents on client records.

Strata Manager

Other



Make insurance documents available for interested parties to inspect.



Provide Certificate of Currency for Insurance, when requested.

