

# PROPERTY CHANGE FORM



To be completed for any material changes to buildings and/or contents and returned with any applicable supporting documentation to [insurance@nswact.uca.org.au](mailto:insurance@nswact.uca.org.au)

In the case of changes to multiple properties, a separate form should be completed for each property.

General Information	
Entity/Congregation Name:	Debtor Code: (N followed by 6 digit number) N
Type of Change - select all applicable	
New build Building value	New property Contents value
Deletion of property Other	
Date effective from:	Property ID:
Lot & DP number:	
Location Address (including building/facility name):	
Suburb:	Postcode:
Contact Person:	Contact Phone Number
Reason for Change	
Eg New build/ new acquisition / additional contents etc	
Changes to be made	Select applicable
Reinstatement value	New valuation amount / details
Contents	\$
Building type	\$
Building use	
New construction	
Year built	
Interior wall material	
Exterior wall material	
Roof material	
Floor material (eg concrete)	
Floor area (m <sup>2</sup> )	
Declaration	
I declare that the particulars of this form are true and correct and that no information has been withheld that may affect the insurance cover.	
Person completing form:	Position in Church Council:
Contact phone number:	Email address:
Date completed:	Signature: