

Remedial Description Form

EQC requires you to complete all sections of this form.

EQC will use the information to assist it to determine whether any remedial works are required to your property. EQC may consider other information that it considers relevant when making that determination, including a site visit if that is necessary. If you need help completing this form, please refer to the enclosed **Guide to providing remedial information to EQC**.

Section A: Your details

Claim Number: CLM/2010/01000

Your name: Mrs Anne Claimant

Damage address: House number and Street, Town, City, Postcode

Postal address: _____
(if different from above)

Please confirm your preferred remedial settlement approach
(If your preference is cash settlement, please attach a quote)

Please circle
Cash settlement / Managed repair

Please note: (i) your preference is **only relevant** if EQC determines that remedial works are required to your property.

(ii) If EQC determines that your remedial request includes 'missed damage', it is likely we will cash settle that aspect of your remedial request. Missed damage is earthquake damage that was not identified when a property was assessed and as such did not form part of the scope of works and was not repaired through the Canterbury Home Repair Programme.

Section B: Details of your remedial request

Please provide as much detail as possible using the table below.

- For remedial requests relating to internal areas, insert room names and where they are in the house (e.g. kitchen, master bedroom etc.)
- For remedial requests relating to external areas, provide details such as cladding type (e.g. timber)
- Tick all applicable boxes (e.g. if there is a crack on a painted wall in the kitchen tick 'Paint' and 'Wall')
- Provide measurements where possible
- Provide detail under the 'comments' area as required. If you need more space to fully detail aspects of your remedial request, please supply this on a separate piece of paper.



		Measurements (approximate)
Area 1	<p>Name of room (enter below):</p> <p>Living room Ground floor at front of property.</p> <p> <input type="checkbox"/> Wallpaper <input checked="" type="checkbox"/> Plaster <input checked="" type="checkbox"/> Paint <input type="checkbox"/> Tiles <input type="checkbox"/> Brick <input type="checkbox"/> Exterior <input type="checkbox"/> Foundations <input type="checkbox"/> Roof <input type="checkbox"/> Floor <input type="checkbox"/> Window <input type="checkbox"/> Doors <input checked="" type="checkbox"/> Wall <input type="checkbox"/> Ceiling </p> <p>Comments: There is a 1m crack along the wall joint where it meets the ceiling. The paintwork is cracked and peeling.</p>	<p><i>For wall</i> Length of wall (m): <u>2.4</u></p> <p>Ceiling to floor height (m): <u>2.7</u></p> <p><i>For floor/ceiling</i> Length of ceiling/floor (m): _____</p> <p>Width of ceiling/floor (m): _____</p> <p>Quantity of tiles/bricks affected: _____</p>
Area 2	<p>Name of room (enter below):</p> <p> <input type="checkbox"/> Wallpaper <input type="checkbox"/> Plaster <input type="checkbox"/> Paint <input type="checkbox"/> Tiles <input type="checkbox"/> Brick <input type="checkbox"/> Exterior <input type="checkbox"/> Foundations <input type="checkbox"/> Roof <input type="checkbox"/> Floor <input type="checkbox"/> Window <input type="checkbox"/> Doors <input type="checkbox"/> Wall <input type="checkbox"/> Ceiling </p> <p>Comments:</p>	<p><i>For wall</i> Length of wall (m): _____</p> <p>Ceiling to floor height (m): _____</p> <p><i>For floor/ceiling</i> Length of ceiling/floor (m): _____</p> <p>Width of ceiling/floor (m): _____</p> <p>Quantity of tiles/bricks affected: _____</p>
Area 3	<p>Name of room (enter below):</p> <p> <input type="checkbox"/> Wallpaper <input type="checkbox"/> Plaster <input type="checkbox"/> Paint <input type="checkbox"/> Tiles <input type="checkbox"/> Brick <input type="checkbox"/> Exterior <input type="checkbox"/> Foundations <input type="checkbox"/> Roof <input type="checkbox"/> Floor <input type="checkbox"/> Window <input type="checkbox"/> Doors <input type="checkbox"/> Wall <input type="checkbox"/> Ceiling </p> <p>Comments:</p>	<p><i>For wall</i> Length of wall (m): _____</p> <p>Ceiling to floor height (m): _____</p> <p><i>For floor/ceiling</i> Length of ceiling/floor (m): _____</p> <p>Width of ceiling/floor (m): _____</p> <p>Quantity of tiles/bricks affected: _____</p>
Area 4	<p>Name of room (enter below):</p> <p> <input type="checkbox"/> Wallpaper <input type="checkbox"/> Plaster <input type="checkbox"/> Paint <input type="checkbox"/> Tiles <input type="checkbox"/> Brick <input type="checkbox"/> Exterior <input type="checkbox"/> Foundations <input type="checkbox"/> Roof <input type="checkbox"/> Floor <input type="checkbox"/> Window <input type="checkbox"/> Doors <input type="checkbox"/> Wall <input type="checkbox"/> Ceiling </p> <p>Comments:</p>	<p><i>For wall</i> Length of wall (m): _____</p> <p>Ceiling to floor height (m): _____</p> <p><i>For floor/ceiling</i> Length of ceiling/floor (m): _____</p> <p>Width of ceiling/floor (m): _____</p> <p>Quantity of tiles/bricks affected: _____</p>
Area 5	<p>Name of room (enter below):</p> <p> <input type="checkbox"/> Wallpaper <input type="checkbox"/> Plaster <input type="checkbox"/> Paint <input type="checkbox"/> Tiles <input type="checkbox"/> Brick <input type="checkbox"/> Exterior <input type="checkbox"/> Foundations <input type="checkbox"/> Roof <input type="checkbox"/> Floor <input type="checkbox"/> Window <input type="checkbox"/> Doors <input type="checkbox"/> Wall <input type="checkbox"/> Ceiling </p> <p>Comments:</p>	<p><i>For wall</i> Length of wall (m): _____</p> <p>Ceiling to floor height (m): _____</p> <p><i>For floor/ceiling</i> Length of ceiling/floor (m): _____</p> <p>Width of ceiling/floor (m): _____</p> <p>Quantity of tiles/bricks affected: _____</p>



<p>Area 6</p>	<p>Name of room (enter below):</p>	<input type="checkbox"/> Wallpaper <input type="checkbox"/> Brick <input type="checkbox"/> Floor <input type="checkbox"/> Ceiling	<input type="checkbox"/> Plaster <input type="checkbox"/> Exterior <input type="checkbox"/> Window	<input type="checkbox"/> Paint <input type="checkbox"/> Foundations <input type="checkbox"/> Doors	<input type="checkbox"/> Tiles <input type="checkbox"/> Roof <input type="checkbox"/> Wall	<p><i>For wall</i> Length of wall (m): _____ Ceiling to floor height (m): _____</p> <p><i>For floor/ceiling</i> Length of ceiling/floor (m): _____ Width of ceiling/floor (m): _____ Quantity of tiles/bricks affected: _____</p>
<p>Area 7</p>	<p>Name of room (enter below):</p>	<input type="checkbox"/> Wallpaper <input type="checkbox"/> Brick <input type="checkbox"/> Floor <input type="checkbox"/> Ceiling	<input type="checkbox"/> Plaster <input type="checkbox"/> Exterior <input type="checkbox"/> Window	<input type="checkbox"/> Paint <input type="checkbox"/> Foundations <input type="checkbox"/> Doors	<input type="checkbox"/> Tiles <input type="checkbox"/> Roof <input type="checkbox"/> Wall	<p><i>For wall</i> Length of wall (m): _____ Ceiling to floor height (m): _____</p> <p><i>For floor/ceiling</i> Length of ceiling/floor (m): _____ Width of ceiling/floor (m): _____ Quantity of tiles/bricks affected: _____</p>
<p>Area 8</p>	<p>Name of room (enter below):</p>	<input type="checkbox"/> Wallpaper <input type="checkbox"/> Brick <input type="checkbox"/> Floor <input type="checkbox"/> Ceiling	<input type="checkbox"/> Plaster <input type="checkbox"/> Exterior <input type="checkbox"/> Window	<input type="checkbox"/> Paint <input type="checkbox"/> Foundations <input type="checkbox"/> Doors	<input type="checkbox"/> Tiles <input type="checkbox"/> Roof <input type="checkbox"/> Wall	<p><i>For wall</i> Length of wall (m): _____ Ceiling to floor height (m): _____</p> <p><i>For floor/ceiling</i> Length of ceiling/floor (m): _____ Width of ceiling/floor (m): _____ Quantity of tiles/bricks affected: _____</p>
<p>Area 9</p>	<p>Name of room (enter below):</p>	<input type="checkbox"/> Wallpaper <input type="checkbox"/> Brick <input type="checkbox"/> Floor <input type="checkbox"/> Ceiling	<input type="checkbox"/> Plaster <input type="checkbox"/> Exterior <input type="checkbox"/> Window	<input type="checkbox"/> Paint <input type="checkbox"/> Foundations <input type="checkbox"/> Doors	<input type="checkbox"/> Tiles <input type="checkbox"/> Roof <input type="checkbox"/> Wall	<p><i>For wall</i> Length of wall (m): _____ Ceiling to floor height (m): _____</p> <p><i>For floor/ceiling</i> Length of ceiling/floor (m): _____ Width of ceiling/floor (m): _____ Quantity of tiles/bricks affected: _____</p>

Section C: Photos

You must supply photos of the Areas you have identified in Section B. If you are unable to access the affected Areas to take photos or measurements (e.g. under the house), please note this under 'Comments'.

Please refer to the **Guide to providing remedial information to EQC** for instructions on the photos to take and how to label them.



DECLARATION

I agree:

- the information I have submitted is true and accurate to the best of my knowledge;
- I have not withheld any material information relating to my remedial request;
- I will inform EQC if I am aware or become aware that the remedial request information I have provided is no longer accurate or I have new information.

Name of signatory: Mrs Anne Claimant
(please print clearly)

Signature: Mrs A Claimant **Date:** 10/8/2016

Submitting your remedial information

When your remedial information is ready to be submitted, EQC can receive it either by email or post:

Email:

Create an email and in the subject line write your claim number and your full name (as shown here)

Subject: Claim No. CLM/2010/123456 - Mr James Jones

Attach all the photos in jpeg file format along with your completed and scanned Remedial Description Form and any other attachments (e.g. quote) as pdfs.

Send your email to: info@eqc.govt.nz

Post:

Print a copy of all the photos and attach to your completed Remedial Description Form and any other documents (e.g. quote). Please retain a copy of all documents you are submitting for your own records.

Send a copy to the following address:

Earthquake Commission
PO Box 311
Wellington, 6140

Attention: EQC Remedials

Please note: EQC may contact you if the information provided is incomplete, unclear or we have any other questions about your remedial request.

For further information, visit www.eqc.govt.nz/Remedials.



