

Claims Details Form

1. Specification No.
2. Address of Property:
3. Name of Insured:
4. Date and Time of incident:
5. EXACT CAUSE of loss or damage:
6. Please list all the damage you are claiming from this incident:

7. Who informed you of the incident?
8. The date you were advised:
9. Name of the Builder supplying the estimates:
10. Date estimates were requested:
11. In respect of loss by Theft and Malicious Damage ONLY:
 - a) Have the police been advised?
 - b) The date they were advised:
 - c) Crime No.
 - d) Name of Station & Officer dealing with the enquiry:
12. Commercial Scheme Claims Only.

Is the Insured/Tenant VAT registered and able to recover the VAT element?

13. WHAT NAME SHOULD ANY SETTLEMENT CHEQUE BE ISSUED IN? (PLEASE ENSURE FIRST NAME AND SURNAME IS PROVIDED).

I/We declare that the particulars given are in all respects true and complete.

Signature of Proposer/Managing Agent

Date: