

Property Loss or Damage Claim Form

Name and Address of Insured

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Telephone number

E-mail Address

Occupation

Address or Location where loss or damage occurred
Witnesses

Names & Addresses of any
Witnesses

.....

Date of loss or damage.....

Full circumstances of loss and /or damage including cause
.....

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.....

FURTHER INFORMATION REQUIRED IN THE CASE OF LOSS, THEFT OR MALICIOUS DAMAGE

When and at which Police Station were notified

Police incident number

Are the premises protected by an alarm Yes/ No If Yes – Did it operate Yes/No

Attach alarm company report

What method of entry was used?
.....

What steps have been taken to recover the property?
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List any previous losses

Details of any other insurances covering any of the property

Insurance Company Policy Number.....

Description of items lost or damage	Date of Purchase	Purchased from	Replacement Cost	Cost of Repairs	Age of Item	Amount Claimed after allowing for value of salvage or cost of repair

I Hereby claim for loss, damage or destruction and declare that all information on this claim is true to the best of my knowledge or belief.

Signature

Date.....