

Claim Report – Personal Property

Please answer all questions on this page as fully as possible and relevant sections on other pages. (see guidance notes on last page)

Policy _____ Claim n° _____

Insured

Full name _____

Address _____

Location _____ Post code _____ - _____ Tax no. | | | | | | | | | | | | | | | | | | | | | |

Phone n° _____ E-Mail _____ @ _____ Occupation _____

Country _____ Passport no. _____

The Event

Place _____

Date ____ / ____ / ____ Time _____

When and by whom discovered _____

State fully what happened _____

If known, state name and address of person causing loss or damage _____

If you are claiming for lost or stolen articles, police must be advised promptly. They must also be advised in the case of malicious damage. State date police were advised and let us have the original certificate which they issued.

Name of Station _____ Date ____ / ____ / ____

Have you previously made a claim of this nature upon any company or underwriter? No Yes

If Yes, Give details: _____

Buildings

Are you the owner? No Yes

If NO, give name and address of owner or any other party having an interest in the property e.g. Building Society _____

State type of dwelling (e.g. house / bungalow / flat – detached / semi-detached / terraced) _____

How many bedrooms does it have? _____

What is the age of the property? _____ Years

What is the present value of your dwelling based on current re-building costs? _____

Was the house fully furnished for habitation? No Yes

Is it used solely as a private dwelling? No Yes

If a tenant, are you legally liable under an agreement for decorations or other repairs to the building? No Yes

If YES, please forward the agreement for perusal.

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Buildings

Are there other insurances on the building? No Yes

If YES, give details including name, address and policy number of any other insurers, if known.

Insurer _____
 Address _____
 Policy nº _____

Contents

Are you the sole owner of the articles? No Yes

If NO, give the name and address of other owner(s).

Insurer _____
 Address _____

Are there any other insurances on the articles? No Yes

If YES, give details including name address and policy number of other insurers, if known.

Insurer _____
 Address _____
 Policy nº _____

State total value of the contents of your premises at the time of the loss

Buildings Details of Claim

Describe loss or damage	Approx. age or property referred to in previous column.	If decorations damaged, state when last decorated (each room or part damaged).	Amount of tradesman's estimate. Please attach estimate.	Amount Claimed.
_____	_____	_____	€ _____ , _____	€ _____ , _____
_____	_____	_____	€ _____ , _____	€ _____ , _____
_____	_____	_____	€ _____ , _____	€ _____ , _____
_____	_____	_____	€ _____ , _____	€ _____ , _____
_____	_____	_____	€ _____ , _____	€ _____ , _____
_____	_____	_____	€ _____ , _____	€ _____ , _____
_____	_____	_____	€ _____ , _____	€ _____ , _____
_____	_____	_____	€ _____ , _____	€ _____ , _____

Contents (including articles specifically insured) Details of Claim

Describe of articles.	From whom obtained (name and address).	Date acquired.	Original purchase price.	Cost to replace or repair.	Value of Salvage.	Sum Claimed.
_____	_____	_____	€ _____ , _____	€ _____ , _____	€ _____ , _____	€ _____ , _____
_____	_____	_____	€ _____ , _____	€ _____ , _____	€ _____ , _____	€ _____ , _____
_____	_____	_____	€ _____ , _____	€ _____ , _____	€ _____ , _____	€ _____ , _____
_____	_____	_____	€ _____ , _____	€ _____ , _____	€ _____ , _____	€ _____ , _____
_____	_____	_____	€ _____ , _____	€ _____ , _____	€ _____ , _____	€ _____ , _____
_____	_____	_____	€ _____ , _____	€ _____ , _____	€ _____ , _____	€ _____ , _____
_____	_____	_____	€ _____ , _____	€ _____ , _____	€ _____ , _____	€ _____ , _____
_____	_____	_____	€ _____ , _____	€ _____ , _____	€ _____ , _____	€ _____ , _____

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Further Enquiries

Please state identity of person to contact, in your absence, should further enquiries become necessary.

Name _____

Address _____

Telephone _____ Title _____ (eg. Administrator, relative)

Declaration

I declare that these particulars are true to the best of my knowledge.

Signature _____

Date / / _____

Guidance Notes

Completing the Report Form

Please ensure you have completed all the sections and answered all the questions applicable to your loss, this will lead to a speedier handling of your claim.

If there is insufficient room for any of the answers please continue on a separate sheet of paper and attach it to the form.

Finally, do remember to sign and date the declaration on the last page.

Initial Measures

It is important that damaged property should be protected from further damage or deterioration and available for inspection, if necessary.

Any emergency cleaning or drying out operations, however, should not be delayed on our account.

Where the damage is capable of being repaired, please obtain one or two written estimates and attach them to the claim report form. You have our authority to proceed with repairs to windows, doors, roof, etc., when the damage is such as to jeopardise the safety of the insured property. All we ask is that you inform us immediately as we may wish to inspect the property or give you further advice.

Police

All incidents of theft must be reported to the nearest Police Station. You will be issued with a Certificate which we ask you to send in with the Claim Report form.

Some Do's and Don't's

Getting hold of estimates and looking for old receipts can take a while; if you are unable to gather the required information quickly, send us the claim form first and the other documents can follow later.

Please remember that the policy stipulates a deadline for the submission of claim details.

Where there is damage to the insured Building please obtain at least two estimates for comparison purposes. Do not use "cowboy" contractors; their cheap "cash in hand" work always costs more in the long run.

For contents claims (eg. Theft) we will require evidence of purchase, make, model, current replacement costs, etc. If a Loss Adjuster is appointed, please ensure that you obtain the necessary details prior to his visit as this will assist towards a speedier settlement.

We want to pay you the correct amount. If you are unsure as to the value of any item please seek advice, in writing, from an expert; "guestimates" only lead to delays and may result in a payment which is less than you are entitled to.

What Happens Next?

We will send you an acknowledgment of the Claim Report (if the policy) is through an Agency, it is normal practice to correspond with the Agents) and confirm what action we are taking; we will also at that stage ask you for any further information or documentation, should it be necessary.

Thereafter we will endeavour to settle your claim as quickly as possible and any assistance you are required to give us will be very helpful.

Should you have any questions, at any time, please do not hesitate to contact us.