



PROPERTY CLAIM FORM

1: Policyholder Details

Policy Number	
Policyholder	
Contact	
Phone Number	
Address	
Post Code	
Excess	

2: Claim Details

Name of person notifying the claim and role	
Date of Loss (dd/mm/yyyy)	
Loss Address	
Type of Claim	Escape of Water

a) What has happened and the extent of the damage/loss?

- Please provide full details of what has happened and how the damage was caused
- Please provide full details of the damage and extent of this damage, to include all items and areas affected.
- Also confirm if any repairs have been undertaken and / or damage estimates or costs.
- Finally please clarify whether the business is able to trade or whether the property is uninhabitable.

3: Additional Information

Escape of Water

Claim Type	Additional Information	Answer
Escape of Water	Type of Premises	
	Where did the leak originate?	
	Is the property still wet?	
	Policyholder owns/responsible for damaged items/area?	
	If the policyholder is the tenant, does the insurer also insure building?	
	If yes to above, please provide building policy details	
	Is the Third Party responsible for the leak?	
	If yes, give details of who and why	
	Areas, items and rooms affected?	
	Premises occupied?	
	If no to above, when were they last occupied?	
	Is property habitable?	
	Still able to trade? (if applicable)	
	Estimates obtained?	
	Cost of repairs	
	Previous Claims	
Details of Any Other Policies		

4: Other Interested Parties (e.g. tenant/property management agent)

Party and Name	
Telephone No	
Email	
Correspondence Address	
Preferred method of contact	

Party and Name	
Telephone No	
Email	
Correspondence Address	
Preferred method of contact	

Full Name	
Date	
Signature of Insured	