



## PROPERTY CLAIM FORM

### 1: Policyholder Details

<b>Policy Number</b>	
<b>Policyholder</b>	
<b>Contact</b>	
<b>Phone Number</b>	
<b>Address</b>	
<b>Post Code</b>	
<b>Excess</b>	

### 2: Claim Details

<b>Name of person notifying the claim and role</b>	
<b>Date of Loss (dd/mm/yyyy)</b>	
<b>Loss Address</b>	
<b>Type of Claim</b>	Flood

**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**

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**Flood**

Claim Type	Additional Information	Answer
<b>Flood</b>	Type of Premises	
	If flood, where did the water come from? (river, stream etc)	
	Areas, items and / or rooms affected?	
	Damage to fences, gates & moveable property in the open?	
	If the policyholder is the tenant, does the insurer also insure the building?	
	If yes to above, please provide building policy details	
	IPremises occupied?	
	If no to above, when were they last occupied?	
	Is property habitable?	
	Anyone responsible for allowing water to enter property?	
	Tree removal required?, if yes details	
	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)

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<b>Party and Name</b>	
<b>Telephone No</b>	
<b>Email</b>	
<b>Correspondence Address</b>	
<b>Preferred method of contact</b>	

<b>Party and Name</b>	
<b>Telephone No</b>	
<b>Email</b>	
<b>Correspondence Address</b>	
<b>Preferred method of contact</b>	

<b>Full Name</b>	
<b>Date</b>	
<b>Signature of Insured</b>	