



## 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	Theft - Break in

**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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**Theft - Break in**

Claim Type	Additional Information	Answer
<b>Theft - Break in</b>	Type of Premises	
	Reported to the police?	
	If yes, Crime Ref & Police Station	
	Are the Premises Occupied?	
	If no to above, when were they last occupied?	
	Has the culprit been apprehended?	
	How was entry gained?	
	Anything stolen from outside?	
	Are employees/directors/partners suspected?	
	Is the policyholder responsible for damage to the building?	
	What items are claimed for? (Please attach original purchase receipts).	
	Estimates obtained?	
	Cost of claim	
	Is the property habitable?	
	Still able to trade? (if applicable)	
	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>	