

PROPERTY CLAIM FORM

SECTION 1 – RISK DETAILS (PLEASE COMPLETE IN ALL CASES)

Policyholder	
Correspondence Address	
Postcode	
Contact Person	
Contact Number	
Business/ Occupation	
Vat Registered?	
Policy Number	

SECTION 2 –GENERAL QUESTIONS

Date and Time of Incident	
Address at Which Loss or Damage Occurred	
State Exactly How the Loss or Damage Occurred	
Name and Address of Person(s) Responsible for Loss or Damage	



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SECTION 3 – BURGLARY/ THEFT

If Burglary/ Theft Was from a Building, How Was Entry Gained?	
Were There Any Signs of Forced Entry to The Building? If Yes, Please Give Details	
Was an Intruder Alarm System in Operation at The Time of The Incident?	
Was the Alarm System Activated?	
Date and Time Incident Reported to The Police	
Crime Reference Number	

SECTION 4 – PARTICULARS OF CLAIM

Description of Property Lost, Stolen or Damaged (Including Make & Model)	Date of Purchase	Original Purchase Price	Estimated Cost of Repair	Replacement Cost If Not Repairable	Amount Claimed



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Have You Instructed Emergency Repairs?	
Is the Property Owned by You? If No, To Whom Does the Property Belong	
Do You Hold Any Other Policies Which May Also Cover This Occurrence?	
If So, Please Give Details	

SECTION 5 – ADDITIONAL INFORMATION

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SECTION 6 - DECLARATION

I/ We Declare That the Above Statements Are True and Correct to The Best of My/ Our Knowledge and Belief. I/ We Have Not Withheld from the Insurer Any Information Within My/ Our Knowledge Connected with This Claim. I/ We Agree to Provide the Insurers with Any Further Information or Documentation as May Be Reasonably Required. I/ We Understand That Insurers Do Not Admit Liability by The Issue of This Form.	
SIGNATURE OF POLICYHOLDER	
DATE	