



CLAIMS CHECKLIST (Fire and Allied Perils)

Documentary Requirements in case of Fire and Allied Perils	
Basic Documents:	
<input type="checkbox"/>	Formal Claim against COCOGEN
<input type="checkbox"/>	Fire Department Report / Affidavit of Loss (for fire loss)
<input type="checkbox"/>	Photographs
Additional Documents for Building:	
<input type="checkbox"/>	Detailed repair estimate
<input type="checkbox"/>	Declaration of Real Property
<input type="checkbox"/>	Floor Plan / Construction Plan
<input type="checkbox"/>	Building Permit
<input type="checkbox"/>	Lease Contract (if lot belongs to other than insured)
<input type="checkbox"/>	Transfer Certificate of Title Appraisal Report (if any)
Additional Documents for Stocks, Household Furniture, Fixture, Fittings and Personal Effects, Machinery, Equipment and Accessories	
<input type="checkbox"/>	Detailed inventory of all stocks and property risk whether damaged or undamaged
<input type="checkbox"/>	Purchase / Sales Invoice
<input type="checkbox"/>	Income Tax Return / Financial Statements
<input type="checkbox"/>	Business License
<input type="checkbox"/>	Registration of Business
<input type="checkbox"/>	Appraisal Report
Others:	
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Date of Completion of Documents (MM-DD-YYYY)	