

**Claims Details Form**

**1. Specification No.**

**2. Address of Property:**

**3. Name of Insured:**

**4. Date and Time of incident:**

**5. EXACT CAUSE of loss or damage:**

**6. Please list all the damage you are claiming from this incident:**

**7. Who informed you of the incident?**

**8. The date you were advised:**

**9. Name of the Builder supplying the estimates:**

**10. Date estimates were requested:**

**11. In respect of loss by Theft and Malicious Damage ONLY:**

a) Have the police been advised?

b) The date they were advised:

c) Crime No.

d) Name of Station & Officer dealing with the enquiry:

**12. Commercial Scheme Claims Only.**

Is the Insured/Tenant VAT registered and able to recover the VAT element?

**13. What name should any settlement cheque be issued in (please ensure first and surname are provided ) .**

**14. Correspondence Address where cheque will be issued.**

**I/We declare that the particulars given are in all respects true and complete.**

**Signature of Proposer/Managing Agent**

**Date:**