

APPENDIX E

THORNTON WOOD CONDOMINIUM REPORT OF LOSS FOR INSURANCE CLAIM

As stated in Section 17 of the Rules and Regulations:

In the event of a loss that may be covered by insurance, Unit Owners should proceed as follows:

- a. Immediately notify the Unit Owner's insurance agent.
- b. Immediately notify the Manager and the Thornton Wood Insurance Chairperson.
- c. DO NOT CONTACT THE THORNTON WOOD INSURANCE AGENT OR CARRIER.
- d. Document in writing the specific events relevant to the loss.
- e. Complete the Thornton Wood Condominium Report of Loss For Insurance Claim Form, attached as Appendix E, in triplicate, send two copies to the Manager and retain one for your files.

Unit Owner(s): _____

Phone: (H) _____ (W) _____ (C) _____

Address: _____

Unit Owner's Insurance Company: _____

Unit Owner's Policy Number: _____

Policy Term: From _____ To _____

On a separate sheet, please fully describe the loss including cause and extent of damage, date of loss, and all other pertinent information. If any expenditures have been made for emergency repairs or any estimates have been obtained, give name and phone of contractor(s) and amount of bill or estimate.

Owner signature/Date

Owner signature/Date

Complete form in triplicate. Sign and date all three copies. Send original and one copy to the Manager. Retain the third copy for your records.