



SENON INSURANCE ADJUSTERS & APPRAISERS

Unit 3G10 Olivarez Condominium, Juanita De Leon St., San Dionisio, Parañaque City

Tel. Nos.: (02)856-3621; 856-0435; 984-2274; Telefax No. 553-3734;

Email address: claims@senonadjuster.com; siaa@senonadjuster.com

APPRAISAL- ADJUSTMENT- FORENSIC INVESTIGATION & ROOT CAUSE ANALYSIS -FORENSIC ACCOUNTING
LAND DEVELOPMENT CONSULTANCY-MARINE SURVEY

Concordia
Global Network

Our Ref No. SENON-21-13592BWD/REC

Your Claim No.:Please Advise

July 1, 2021

LYNDA CAASI

Unit 4006 Alder Condo Bldg Westparc

District Filinvest Corp. Alabang Muntinlupa

Thru : **MOYLAN'S INSURANCE UNDERWRITERS, INC.**
Legazpi Village, Makati, Metro Manila

Attention : **MR. CESAR GARCIA**

LETTER REQUEST FOR DOCUMENTS

Subject : **Insured: LYNDA CAASI**
Damage to Insured properties due to water leakage occurred
on ***April 28, 2021*** at Unit 4006 Alder Condo Bldg Westparc
District Filinvest Corp. Alabang Muntinlupa
Insurer: STANDARD INSURANCE COMPANY, INC.
Policy No.: SI-HPP-500444279

Gentlemen:

As you are already aware, we are appointed to act in behalf of **STANDARD INSURANCE COMPANY, INC.** to handle the investigation and adjustment of the above-captioned loss/claim.

In order for us to facilitate the evaluation of your claim, we wish to formalize our request for your submission of the following claim supporting documents, to wit:

I. GENERAL REQUIREMENTS

1. Accomplished Sworn Statement of Loss Claim, (form supply);
2. Accomplished Non-Waiver Agreement, (form supply);
3. Incident Report stating the circumstances of the loss;
4. Technical Report stating the cause of damage; and
5. Copy of Maintenance Record.

II. SPECIFIC REQUIREMENTS

1. Detailed list of contents contained in the Insured building damaged or not damaged showing the new price of each item and date acquired;
2. Quotation from repairer with technical findings on the affected items if repairable or not If repairable, include the estimated cost of repair and proof of payment if repair has been made;
3. Proof of Ownership of the properties such as purchase invoices or any other documents that will prove ownership; and
4. Any other documents which you may deem necessary to further support your claim.

We reserve the right to request additional documents if found necessary during evaluation.



Member: Association of Philippine Adjustment Companies (APAC); Philippine Association of Realty Appraiser (PARA); Philippine Institute of Loss Adjusters (PILA); Australasian Institute of Chartered Loss Adjusters (AICLA-Aff)

Cebu City Satellite office: 3rd Floor, Room 2314, Bayanihan Flats, Abuno St., Pajac Lapu Lapu City, Cebu
Davao City Satellite Office: Nasol Building, Matibay St., Poblacion 2, Compostela, Davao De Oro

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This communication does not mean that Insurer accepted the liability. The requested documents will be used to determine if the policy will respond or not.

Thank you for your cooperation and we hope to hear from you soonest.

Very truly yours,

SENON INSURANCE ADJUSTERS & APPRAISERS
IC License No. 2019-31-R-FMC


JOSE G. DALANON, JR., REA, PILA, AICLA (Aff)
CEO/General Manager
PTR No. 2585408, January 14, 2021, Parañaque City



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Philippine Institute of Loss Adjusters (PILA); Australasian Institute of Chartered Loss Adjusters (AICLA-Aff)*

Cebu City Satellite office: Room 202 Osmeña Building A. Pelaez Street, Cebu City
Davao City Satellite Office: Unit 6-109, 6th Floor, Metro Lifestyle Complex Building, F. Torres St. Brgy 10A, Davao City