***Insurance Claims need:***

1. Must have a police report
2. Policy number
3. Individual or business?
4. Zip code and/or address
5. Name on policy
6. Date of loss
7. Time of loss
8. Full descriptions of the item(s)
9. Serial numbers/ brand / model number
10. Photos
11. Appraisals – when applicable

Notes:

1. Note what was damaged – take photographs (when / how)
2. If you have to move temporarily – keep all receipts
3. Larger claims leads to an “adjuster” coming out to inspect the damage
4. Information will need to be entered exactly as it appears on the card

***Stolen Property Police Reports***

1. Full name
2. Location the crime occurred
3. Residence of the owner
4. Were assailants seen?
5. Where was the entry point (break-in)?
6. What was stolen – full description
7. Photos are helpful
8. Serial numbers / model numbers / brand – useful

Notes:

1. Police report is critical in the recovery of stolen items
2. Retain case number and officer’s name
3. Store copies of police reports for personal records
4. Register stolen items with an asset tracking service
5. Call station to see if items have been recovered