



TRAVELERS

Property Claims Form

To complete this e-form, fill in the designated highlighted fields. Please ensure you save the form to your computer. You can then either print it and return it to your broker by post or email the electronic version. Alternatively send the form directly to: Travelers Insurance Company Limited, Commercial Claims, 61-63 London Road, Redhill, Surrey RH1 1NA. Tel: 0800 587 8388 Email: reportclaim@travelers.com

IMPORTANT

We wish to make the processing of your claim as trouble-free as possible. In order to do so, please ensure that all questions are fully answered and returned to us as soon as possible with supporting documents such as estimates. Please do not delay the form as we would rather receive the documentation later if necessary.

PLEASE ANSWER EVERY QUESTION FULLY – FAILURE TO DO SO WILL RESULT IN DELAY

The issue of this form is not an admission of liability

Insured Details

Policy Number Broker

1. Name

2. Address Telephone Number
 Fax Number

3. Business (if more than one state all)

4. Are you registered for VAT? Yes No If 'Yes', is VAT recoverable from the Tax Authorities? Yes No

5. Are there any other insurances covering this incident? Yes No

If 'Yes' give details

6. Are you the sole owner of the property damaged or lost? Yes No

If 'No' give details

Circumstances

7. Date of loss or damage

Time

8. Place

9. When and by whom discovered?

10. State fully the cause of the loss or damage and give full details of how it occurred and, if known, the name and address of the party responsible, if any. Provide as much detail as possible.

(Continue on a separate sheet if necessary)

11. If fire, did brigade attend?

Yes

No

12. If theft or malicious damage, state full address and crime reference number of Police to which notice was given with time and date. Riot claims should be notified immediately and not later than 5 days after the event.

13. If theft, how was entry and/or exit gained to the premises?

Details of claim

14. Address where property is normally kept?

15. Are the premises unoccupied?

Yes

No

If 'Yes' state when last occupied

16. Have any changes been made in the insured premises

Yes

No

If 'Yes' give details

17. Have you suffered any previous loss or damage arising from risks covered by this policy or similar policies in the last five years?

Yes No

If 'Yes' give details

- (i) Claims for buildings and property capable of being repaired must be supported by a contractor's estimate obtained at the Insured's own expense. Emergency repairs to prevent further damage may be carried out immediately.
- (ii) Damaged property should not be disposed of until permission has been given by Travelers or the claim has been settled.
- (iii) Breakage of glass – where replacement cannot be immediately arranged, boarding up should be carried out to prevent further damage.
- (iv) If the insurance is on a REINSTATEMENT basis it is not necessary to make deductions for depreciation and wear and tear in Column 7.

1. Description of property lost, damaged or stolen	2. From whom obtained	3. Date of purchase or manufacture	4. Original cost price (less profit and VAT)	5. Value of salvage	6. VAT if claimed	7. Net claim i.e. replacement/repair less salvage, profit and VAT

IMPORTANT NOTES

Insurance companies maintain a number of anti-fraud and theft registers to help us check information and prevent fraudulent claims; We may search these registers as part of our investigation and we will also be passing information relating to this incident to the appropriate register(s) for the future reference of other parties

Declaration

By submitting this form you declare that the foregoing particulars are true to the best of your knowledge and belief. You authorise Travelers to make such admissions on your behalf as it deems appropriate and you agree to render to Travelers all assistance in the investigation of the claim. You further agree to provide such assistance as may be necessary in pursuing recovery of any outlay.

Name Date

Position/Job Title