

WORKSHEET FOR PROPERTY TELEPHONE REPORTING

ACCOUNT INFORMATION

CALLER'S PHONE NUMBER & EXTENSION

CALLER'S TITLE AND NAME

LOSS STATE (STATE WHERE LOSS OCCURRED)

SUBSIDIARY NAME AND ADDRESS

SUBSIDIARY MAILING ADDRESS (IF DIFFERENT FROM ABOVE)

DID THE LOSS OCCUR AT THE LOCATION ADDRESS? (IF "NO," ADDRESS WHERE LOSS OCCURRED)

YES NO

PARENT COMPANY/INSURED'S NAME

LOCATION CODE

POLICY SYMBOL AND NUMBER

LOSS INFORMATION

DATE AND TIME OF LOSS

FULL DESCRIPTION OF LOSS (INCLUDE SPECIFICS OF WHERE IT OCCURRED, SUCH AS A WAREHOUSE, STOCKROOM, DEPARTMENT)

DID THE LOSS INVOLVE BUILDING (REAL PROPERTY) DAMAGE? IF YES,
DESCRIPTION OF DAMAGE TO BUILDING
IS ANY INTERIOR SECTION OF THE BUILDING NOW EXPOSED TO THE OUTDOORS AND UNPROTECTED?
CAN THE BUILDING BE OCCUPIED?
DO YOU HAVE A <u>WRITTEN</u> ESTIMATE OR REPAIR BILL FOR BUILDING? IF YES, AMOUNT
CONTENTS (PERSONAL PROPERTY) DAMAGE? IF YES,
DESCRIPTION OF DAMAGE TO CONTENTS
DO YOU HAVE A <u>WRITTEN</u> ESTIMATE OR REPAIR BILL FOR BUILDING? IF YES, AMOUNT
ONLY GLASS OR SIGN DAMAGE?
BUSINESS INTERRUPTION?

WITNESSES (NAMES, ADDRESSES, AND PHONE NUMBERS)

AUTHORITIES (NAME, REPORT/CASE NUMBER, COUNTY, ANY VIOLATIONS/CITATIONS)

CONTACT INFORMATION

CONTACT NAME AND PHONE NUMBER, BEST TIME TO CONTACT AND WHERE TO CONTACT

ADDITIONAL NOTES/COMMENTS OR CUSTOMER SPECIFIC INFORMATION