

Property loss/damage Claim Form



Policy number

Insurer

1 Insured

Name and occupation

Physical address

Identity/Passport number

Contact details

Business

Email

Cell

2 Loss/ damage occurrence

Date of loss/damage

Time of loss/damage

When was loss/damage discovered?

3 Loss/ damage place

Place where loss/damage occurred

Were premises occupied? By whom?

If not occupied, when last occupied?

Purpose of occupation

4 Causes of property loss/damage

If loss due to negligence of another party state;

Name:

Contact:

Address:

Describe fully how the loss or damage occurred stating how (if applicable) entry was gained to premises

.....
.....
.....

Theft/burglary/forcible entry.

Is there a working alarm at the insured premises where the loss or damage took place?

.....
Full description of how entry was gained to the property:

Has there been any other party interested in the property? If so, give name,

.....
If a building is damaged, state name, of mortgagee:

Is there any other insurance covering the property loss? If so, give name of insurance company:

.....

5 Previous Loss/damage

Have you previously suffered loss/damage

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.....

If so, give details

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.....

If insured, provide name of insurer

.....
.....

6 Police

Station

Police ref No.

Date reported

7 Value

Estimated total value of all the property insured under the policy: **M**

When last valued?

8 Payment method (NB. Bank letter required)

Please specify the name of the bank, branch, name of account and account number.

Name of Bank

.....

Branch

.....

Name of Account

.....

Account Number

.....

9 Declaration

I/We hereby declare the foregoing particulars to be true in every respect

Insured signature

Capacity

Date

.....

Statement Of Claim For Property Lost Or Damaged

Please note:

1. If the claim is in respect of the stock in trade, a full list of the articles must be given together with the cost price for the replacement of these stock items and not the selling price of the articles concerned.
2. If the claim is in respect of household goods or personal effects the amount to be claimed on any one article must be limited to the intrinsic value at the time of the loss subject to any limit stated in the policy.

| Number of articles | Description | Date acquired | Where purchased | Replacement value | Deduction for age, use or wear and tear | Amount claimed |
|--------------------|-------------|---------------|-----------------|-------------------|---|----------------|
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