

Reported By



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## Property Claim Report

Date of Loss  Date Reported

Insured Name

Location of Loss

Description of Loss

Describe the extent of damages

If this is a business insurance loss can the business still conduct operations?  Yes  No

If no, how has the loss affected business

Further Instructions :

1. Be sure to prevent further damage without putting yourself or others in harms way.
2. Take Pictures
3. Keep all receipts and expenses connected to the loss
4. Call Police if loss was due to burglary or theft
5. Do not throw out damaged property