



Short Report Of Loss

NAME: _____

HOME PHONE: _____ CELL PHONE: _____

WORK: _____ EMAIL: _____

BUSINESS: _____

INSURED: _____

PROPERTY ADDRESS: _____

MAILING ADDRESS (IF DIFFERENT): _____

KIND OF LOSS (WIND, FLOOD, EXPLOSION ETC...): _____

DATE & TIME OF LOSS: _____

PROBABLY AMOUNT ENTIRE LOSS \$: _____

BRIEF DESCRIPTION OF DAMAGE & PROPERTY INVOLVED:

EMERGENCY HANDLING REQUESTED. GIVE REASON HARDSHIP EXISTS: _____

PLEASE REVIEW THE FOLLOWING INSTRUCTION AND INFORMATION

- If necessary, to prevent further damage, have repairs made and keep records of costs. (take photos, if possible, before temporary repairs are made.)
- Most adjusters are qualified and authorized to prepare their own estimates of routine storm damage. However, if the damage is severe, or you prefer, you may obtain a detailed estimate from a contractor of your choice and hold it for the adjuster.
- A deductible will apply; You should withdraw your claim if the damage does not exceed the deductible amount.
- In a catastrophe, the facilities of all insurance companies are taxed to an unusual degree because of the thousands of losses that have suddenly occurred. Because of this, it may be days before adjusters can see claims. Severe losses causing hardship will receive first attention. Your cooperation in this trying situation is greatly appreciated.

If you have questions regarding your claim, do not hesitate to contact us.

Reported by: _____

Date Reported: _____ Hour: _____

Report Taken By: _____