

**Fire, Storm, Glass, Theft, Loss or Damage**

**STATEMENT AND PARTICULARS OF CLAIM**

The issue of this Claim Form is in no way an admission of liability.

Claim No.....

It should be completed as fully and accurately as possible and returned immediately.

Name of Broker or Building Society (where appropriate) .....

Building Society Roll No.....

Name of Insured (In full)..... Policy No .....

Business or Occupation.....

Address..... Telephone No.....

Where and when can you be seen?..... Date of Payment

Date when loss damage or theft occurred..... of last premium.....

Place where loss, damage or theft occurred.....

.....between the hours of..... m and..... m

Date Discovered.....20.....at.....m

Describe fully what happened, circumstances under which discovered and by whom:

Do you know or suspect who was responsible? e.g. Thief, Carrier, Workman, Motorist etc, if so, give name and address.....	
(a) State nature of your interest in the property claimed for e.g. Owner, Trustee, Hirer, etc. If not the sole owner give details.....	(a)
(b) If this claim concerns damage to premises and/or interior decorations state whether you are Owner, Tenant, or lesses.....	(b)
(a) Are there any other insurances in force upon the property claimed for?.....	(a)
(b) is so, please give full details.....	(b)
Have you had any previous losses arising from risks covered under this policy or any similar policies? If so, give brief details.....	
What steps have you taken to prevent a recurrence?.....	
At what place date and time was the property last seen by you?.....	
(a) State the Estimated Cost of Rebuilding the complete Property (Building Claims only).....	£.....
(b) State the Total Value of the Contents of the Premises at date of occurrence (Contents and All Risks Claims only).....	£.....
(c) Date Sum insured last increased.....	.....
Is any part of the premises, lent, let or sub-let, or are paying guests received?..... If so, give details.....	
Full address of Police Station to which notice was given with time and date..... Police reference/report number.....	
What other steps have been taken to recover the property?.....	
If this claim concerns Jewellery, give name and address of jeweller who last examined it.....	

