

# WORKSHEET FOR PROPERTY TELEPHONE REPORTING

## ACCOUNT INFORMATION

CALLER'S PHONE NUMBER & EXTENSION	CALLER'S TITLE AND NAME	LOSS STATE (STATE WHERE LOSS OCCURRED)
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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
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## LOSS INFORMATION

DATE AND TIME OF LOSS

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

<b>DID THE LOSS INVOLVE:</b> <b>BUILDING (REAL PROPERTY) DAMAGE? IF YES,</b> 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
<b>CONTENTS (PERSONAL PROPERTY) DAMAGE? IF YES,</b> DESCRIPTION OF DAMAGE TO CONTENTS
DO YOU HAVE A <u>WRITTEN</u> ESTIMATE OR REPAIR BILL FOR BUILDING? IF YES, AMOUNT
<b>ONLY GLASS OR SIGN DAMAGE?</b>
<b>BUSINESS INTERRUPTION?</b>

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