

WORKSHEET FOR PROPERTY

BUSINESS INFORMATION

PHONE NUMBER & EXTENSION	TITLE AND NAME	LOSS STATE (STATE WHERE LOSS OCCURRED)
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BUSINESS NAME AND ADDRESS

BUSINESS MAILING ADDRESS (IF DIFFERENT FROM ABOVE)

DID THE LOSS OCCUR AT THE LOCATION ADDRESS? (IF "NO," ADDRESS WHERE LOSS OCCURRED)

YES NO

LOSS INFORMATION

DATE AND TIME OF LOSS

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

<p>DID THE LOSS INVOLVE:</p> <p>BUILDING (REAL PROPERTY) DAMAGE? IF YES,</p> <p>DESCRIPTION OF DAMAGE TO BUILDING</p>
<p>IS ANY INTERIOR SECTION OF THE BUILDING NOW EXPOSED TO THE OUTDOORS AND UNPROTECTED?</p>
<p>CAN THE BUILDING BE OCCUPIED?</p>
<p>DO YOU HAVE A <u>WRITTEN</u> ESTIMATE OR REPAIR BILL FOR BUILDING? IF YES, AMOUNT</p>
<p>CONTENTS (PERSONAL PROPERTY) DAMAGE? IF YES,</p> <p>DESCRIPTION OF DAMAGE TO CONTENTS</p>
<p>DO YOU HAVE A <u>WRITTEN</u> ESTIMATE OR REPAIR BILL FOR BUILDING? IF YES, AMOUNT</p>
<p>ONLY GLASS OR SIGN DAMAGE?</p>
<p>BUSINESS INTERRUPTION?</p>

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