



Property Claim Reporting Worksheet and Guide



DO NOT DELAY IN REPORTING IF YOU DO NOT HAVE ANSWERS TO ALL THE QUESTIONS.
PLEASE EMAIL YOUR COMPLETED FORM TO first.report@travelers.com OR CALL 1.800.238.6225.

ACCOUNT INFORMATION		
PREPARER'S PHONE NUMBER & EMAIL ADDRESS	PREPARER'S NAME AND TITLE	LOSS STATE
SUBSIDIARY (COMPANY) NAME AND ADDRESS		
SUBSIDIARY (COMPANY) MAILING ADDRESS (IF DIFFERENT FROM ABOVE)		
DID THE LOSS OCCUR AT THE LOCATION ADDRESS? <input type="checkbox"/> YES <input type="checkbox"/> NO IF NO, ADDRESS WHERE LOSS OCCURRED		
PARENT COMPANY/INSURED'S NAME	LOCATION CODE	POLICY SYMBOL AND NUMBER
LOSS INFORMATION		
DATE AND TIME OF LOSS		
BRIEF DESCRIPTION OF LOSS (INCLUDE SPECIFICS OF WHERE IT OCCURRED, SUCH AS A WAREHOUSE, STOCKROOM, DEPARTMENT)		
DID THE LOSS INVOLVE BUILDING DAMAGE? IF YES, PLEASE COMPLETE THE SECTION, BELOW:		
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		
DID THE LOSS INVOLVE CONTENTS (PERSONAL PROPERTY) DAMAGE? IF YES, PLEASE COMPLETE THE SECTION, BELOW:		
DESCRIPTION OF DAMAGE TO CONTENTS		
DO YOU HAVE A WRITTEN ESTIMATE OR REPAIR BILL FOR CONTENTS? IF YES, AMOUNT		
IS THERE BUSINESS INTERRUPTION? <input type="checkbox"/> YES <input type="checkbox"/> NO		

WITNESSES AND AUTHORITIES:

WITNESSES (NAMES, ADDRESSES, PHONE NUMBERS AND EMAIL ADDRESSES)

AUTHORITIES – POLICE, FIRE DEPARTMENT (NAME, REPORT/CASE NUMBER, COUNTY, ANY VIOLATIONS/CITATIONS)

INSURED CONTACT INFORMATION

CONTACT NAME, PHONE NUMBER, EMAIL ADDRESS, AND BEST TIME TO CONTACT AND WHERE TO CONTACT

ADDITIONAL NOTES/COMMENTS OR CUSTOMER SPECIFIC INFORMATION



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The Travelers Indemnity Company and its property casualty affiliates. One Tower Square, Hartford, CT 06183

This material is for informational purposes only. All statements herein are subject to the provisions, exclusions and conditions of the applicable policy. For an actual description of all coverages, terms and conditions, refer to the insurance policy. Coverages are subject to individual insureds meeting our underwriting qualifications and to state availability.

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