Insurance Claim Responsibilities

In regard to your claim notification, You are responsible for

Reporting matter to police if Burglary/ Theft /Vandalism and obtaining a police report number

Completing claim form as best you can

Attach photo/s of damage/loss

Completing Att 1 below

Appointing a responsible person to arrange quotes/ receipts / or copies of paid invoices required by obtain proof of purchase of items being claimed

Please complete Att 1 below to enable processing of claim and put into and provide Trim #

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ATT 1** **Asset #**  | **Description** |  **Serial #**  |  **Year Purchased**  |  **Initial Purchase Price**  | **Officer****responsible**  | **Owner****COW or other**  |  **Replacement Cost (ex GST)**  |  **Asset Disposal Form completed?**  |
|   |   |   |   |   |   |  |   |   |
|   |   |   |   |   |   |  |   |   |
|   |   |   |   |   |   |  |   |   |
|   |   |   |   |   |   |  |   |   |
|   |   |   |   |   |   |  |   |   |
|   |   |   |   |   |   |  |   |   |
|   |   |   |   |   |   |  |   |   |