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 #

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