

# COMMERCIAL PROPERTY CLAIM FORM

Broker Ref:

Policy No:

<b>POLICY HOLDER</b>	
<b>Name</b>	
<b>Address</b>	
<b>Postcode</b>	
<b>Occupation</b>	
<b>Contact telephone number</b>	
<b>Are you registered under the VAT Regulations – if yes please provide details</b>	

<b>EVENT</b>	
<b>Date &amp; time</b>	
<b>Location</b>	
<b>State full details as to the cause of the loss/damage including when and whom discovered</b>	
<b>Are you the sole owners of the property for which the claim is made - if not please give full details</b>	
<b>Were the premises occupied at the Time of incident – if not please confirm the date and time they were last occupied</b>	
<b>Have you previously made a Property claim against any Insurer if yes please give full details</b>	
<b>Are any other Insurances in force on the said property – if yes please provide full details</b>	

<b>POLICE DETAILS</b>	
<b>Name &amp; address of police station incident reported to</b>	
<b>Date &amp; time reported</b>	
<b>Crime reference number</b>	
<b>Do the police suspect anyone</b>	

<b>DETAILS OF PROPERTY CLAIMED FOR</b>							
<b>Description of articles lost, Damaged, destroyed</b>	<b>Date acquired</b>	<b>From whom obtained Name &amp; Address</b>	<b>Original costs</b>	<b>Replacement costs</b>	<b>Deduction for wear &amp; tear</b>	<b>Value of salvage</b>	<b>Amount claimed</b>

Continue on a separate sheet if necessary

**I/We declare to the best of my/our knowledge and belief that the details given on this form are true, I/We understand that you may seek information from other Insurers to check the answers that I/we have provided.**

**Signature of Policyholder** \_\_\_\_\_ **Dated** \_\_\_\_\_

Please return this form to: Bradshaw Bennett Ltd, Catherine House, Catherine Street, Macclesfield SK11 6BB

*Insurers pass information to the claims and underwriting exchange register run by Insurance Database Services Ltd (IDS Ltd) and Motor Insurance Anti-Fraud and Theft Register run by the Association of British Insurers (ABI). The aim is to help us check information provided and also to prevent fraudulent claims. Under the conditions of your policy you must tell us about any incident (such as accident or theft) which may or may not give rise to a claim. We will pass information relating to this incident to the Registers.*