

# Property Claim Form (Loss/ Theft)



Personal Details	
Full Name:	
Policy/Membership Number:	
Occupation (including part-time):	
Postal Address:	
Daytime Telephone Number:	
Email:	
Loss or Theft	
Address where loss, or theft occurred:	
Date and Time of Incident:	
Full details of Incident:	
When was the incident discovered and by whom?	
Was there forcible and violent entry to or from the premises? If YES, how was entry gained?	
Please provide name and addresses of any witnesses:	
Please provide the name and address of your household insurers, policy number and details of any other insurance policies which might cover this loss:	

Have you had any previous losses under this or other similar insurance policies? If so, please give details:	
State the nature of your interest in the property claimed for, eg. owner, hirer, trustee, etc:	
Address of Police Station and contact numbers. Please supply a copy of Police letter:	
Date reported:	
Crime Reference Number:	
What steps have been taken to recover the property?	
<b>If a theft from a motor vehicle:</b>	
How was the vehicle secured?	
Where were the items left in the vehicle?	
What time did you leave the vehicle prior to the incident?	
Were there any security devices fitted to the vehicle? (provide details)	
If Yes, were they activated?	
Did these devices operate? If you answered No, why did they not operate?	
How was entry gained?	

Particulars of Claim						
Description of Property	Date Purchased	Price Paid	Cost to repair	Cost to replace as new	Amount Claimed	Office Use Only
<b>Total Amount Claimed:</b>						

In most circumstances, we will arrange contact with our retail partners to replace the equipment. Please note that all settlements will be based on values provided by our retail partner.

**If an item is beyond repair, please attach written confirmation from the relevant professional**

**IN ACCORDANCE WITH POLICY CONDITIONS, PLEASE ATTACH RELEVANT PROOF OF PURCHASE FOR EACH ITEM TO SUPPORT YOUR CLAIM –**

**i.e. an original sales purchase or till receipt; an original valuation undertaken prior to any loss or damage from the place of purchase or origin or a Bank or Credit Card Statement showing evidence of purchase**

**It is necessary that great care should be taken in the completion of this form and the information you give should be strictly accurate irrespective of whether it is in your favour.**

**Persons found to have lodged a fraudulent claim are liable for prosecution.**

The issue and acceptance of this form does not constitute an admission of liability by Underwriters.

I/We declare that the above statement and facts are to the best of my/our knowledge true, and that I/We have not withheld from the Company any information within my/our knowledge connected with this claim.

<b>Signature of Claimant:</b>		<b>Date:</b>	
-------------------------------	--	--------------	--

Forward to: Woodgate & Clark Ltd  
 The Red House, King Street,  
 West Malling Kent ME19 6QT

**WE MUST RECEIVE THE COMPLETED CLAIM FORM WITHIN 30 DAYS OF THE EVENT**

Failure to do so may prejudice your claim