



*Home Insurance  
Claim Form*

Certificate No:

Claim No:

To enable us to deal with your claim promptly, please ensure you answer all the relevant questions. If there is insufficient room provided, please continue in Section 6 'Additional information'.

**You should:**

- Undertake any temporary emergency repairs necessary to secure the property and prevent any further damage
- Retain all damaged items in case we need to inspect them

## 1. Your details

Your name (including title)

Home number:

Mobile number:

Work number:

Fax number:

Email address:

Correspondence address (if different from policy)

Postal Code:

Are you the:

Policyholder?

Tenant?

Other?

- If 'Other', please provide details:

## 2. Circumstances of loss or damage

a. Date of incident:

b. Where did the loss/damage occur:

c. Please state exactly how the loss or damage occurred:


## 3. Claim notification (loss, theft or malicious damage claims only)

a. Have the Police or appropriate authority been notified?

Yes

No

• Date reported:

• Reference number:

• Location reported:

b. Have any other enquiries been made?

Yes

No

• If 'Yes', please provide details:



## 5. Claim settlement

a. Are you aware of any other insurance that covers the property concerned?

Yes  No

- If 'Yes', please provide details:

b. Are you registered for VAT?

Yes  No

- If 'Yes', please provide your VAT number:

c. Has any other person an interest in the property concerned?

Yes  No

- If 'Yes', please provide details:

d. To whom should any payment be made?

e. If you would prefer payment direct to your bank, please provide the following information:

- Sort Code:

- Account Number:

- Account Name:

## 6. Additional information

If you need to provide any further information, please use the space provided below:


## 7. Declaration

I hereby declare that all details given by me on this form are true and complete to the best of my knowledge.

**Signature:**

**Date:**

### DATA PROTECTION ACT 1998

Any information you have provided will be dealt with by us in compliance with the provisions of the Data Protection Act 1998. For the purpose of providing this insurance and handling of any claims, which may arise under it, Underwriters may need to transfer certain information, which you have provided to other parties. By signing this proposal you agree that such transfer(s) may be made.