



HMS Insurance Associates, Inc.
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COMMERCIAL PROPERTY LOSSES

Property Losses include damages to your building, contents, equipment, etc. The following information should be provided when you are reporting a loss.

Name of Insured (Company) _____

Contact Person _____

Date and Time of Occurrence _____

Location of Loss _____

Police or Fire Department to which reported _____
Case Number _____

(POLICE NOTIFICATION IS REQUIRED FOR ALL THEFT LOSSES)

Probable Amount of Loss _____

Description of Loss and Damage

FOR ALL THEFT LOSSES, PLEASE PREPARE AN INVENTORY LIST. INCLUDE THE BRIEF DESCRIPTION OF THE ITEM, REPLACEMENT COST (including sales tax). THE AGE OF THE ITEM AND WHERE THE ITEM WAS PURCHASED. IT IS ADVISABLE TO INCLUDE ANY SALES RECEIPTS YOU MAY HAVE. THIS ENABLES THE ADJUSTER TO PROVIDE PROMPT SETTLEMENTS.

FOR OTHER LOSSES INCLUDING FIRE, WINDSTORM, ETC. IT IS ACCEPTABLE TO MAKE ANY EMERGENCY TEMPORARY REPAIRS. THE COMPANY RECOMMENDS SNAPSHOTS FOR REVIEW. YOUR POLICY REQUIRES THAT YOU SEPARATE THE DAMAGED FROM THE UNDAMAGED MATERIALS AS WELL AS SECURING THE PROPERTY TO PREVENT FURTHER LOSS. A CONTRACTOR OF YOUR CHOICE SHOULD OBTAIN ESTIMATES.