

# Household



## CLAIM FORM

If you need any assistance in completion of this form, please contact the Claims Department on 0344 893 8360 or if you are calling from overseas call +44 (0) 020 3118 7777. Please complete and return this form to: Claims Department, 500 Avebury Boulevard, Milton Keynes, Buckinghamshire, MK9 2LA or by fax to 0344 893 8387 or email to [claimsteam@homeandlegacy.co.uk](mailto:claimsteam@homeandlegacy.co.uk)

### SECTION 1 – GENERAL

CLAIM NO.

Name  Address

Work Tel. No.  Home Tel. No.

Mobile No.  Email

Date of birth  Occupation

Are You Registered for VAT? YES ☐ NO ☐ Policy No.

If your claim is accepted our preferred method of settlement is by way of electronic transfer using BACS. If you would like to use this payment method please provide your bank details

Alternatively if you would prefer a cheque, to whom should it be made payable?

### SECTION 2 – CIRCUMSTANCES OF LOSS/DAMAGE

Please complete for all claims

Date of Occurrence  Time of Occurrence

Where did the loss/damage occur?

Was your home occupied? YES ☐ NO ☐

If NO, how long had it been unoccupied prior to the Loss?

Have you suffered any other losses during the past 5 years? YES ☐ NO ☐

If YES please give details

Do you hold any other insurance which may cover this incident (e.g. travel insurance)? YES ☐ NO ☐

If YES please provide details as follows: Insurer

Policy Number  Tel. No.

Please state exactly how the incident occurred

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### SECTION 3 – ACCIDENTAL LOSS/THEFT/MALICIOUS DAMAGE CLAIMS ONLY

How was entry gained? (Theft claims only) \_\_\_\_\_

Reported to Police on \_\_\_\_\_ Police Reference No. \_\_\_\_\_

Police Station Address \_\_\_\_\_

**(Note: Claims for Accidental Loss, Theft or Malicious Damage MUST be reported to Police)**

**If a theft occurred from the Insured Address:**

a) is the property let, lent or sublet? YES ☐ NO ☐

b) is the property protected by a burglar alarm? YES ☐ NO ☐

If the answer to b) is YES, did the alarm operate? YES ☐ NO ☐

### SECTION 4 – DETAILS OF CLAIM

Please submit the following documents with this form:

**Building claims:** Detailed original estimates from tradesmen for the work necessary to repair the damage

**Claims for loss or damage to other property:** If the articles can be repaired, detailed original estimates from tradesmen for work necessary to repair the damage. If the article is lost, or damaged beyond repair, the original receipt for its purchase together with an estimate for the cost of its replacement. If possible please submit photograph of damaged article/property.

| Description of articles including make and model no. | From whom obtained | Date acquired | Original purchase price | Cost to replace or repair | Value of salvage (if applicable) | Amount claimed |
|--|--------------------|---------------|-------------------------|---------------------------|----------------------------------|----------------|
|  |                    |               |                         |                           |                                  |                |
|  |                    |               |                         |                           |                                  |                |
|  |                    |               |                         |                           |                                  |                |
|  |                    |               |                         |                           |                                  |                |
|  |                    |               |                         |                           |                                  |                |
|  |                    |               |                         |                           |                                  |                |
|  |                    |               |                         |                           |                                  |                |
|  |                    |               |                         |                           |                                  |                |
| Total Claimed  |                    |               |                         |                           |                                  |                |

### SECTION 5 – ADDITIONAL INFORMATION

Please provide any other information which could help the insurers in the handling of the claim or recovery/pursuit of any party.

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## DECLARATION

I understand that you may ask for information from other insurers to check the answers I have provided and that information may also be supplied to registers of lost or stolen property.

I declare that I was not aware at the start of the insurance or renewal of this insurance that this claim, the details of which are set out above, was likely to arise.

I declare that the above is a full and accurate statement, and I therefore wish to make a claim under the policy for loss or damage in respect of the circumstances described.

Damaged property will be protected from further deterioration and will not be disposed of until permission is given by Home and Legacy or the insurer or any loss adjusters appointed.

I agree to notify Home and Legacy immediately if any of the property mentioned in this claim is subsequently recovered, and at the option of the insurer to return the property or to refund the amount of money received by way of compensation under the policy.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

### Data Protection

The data you provide will be used to process your claim and may be passed to other organisations involved in processing your claim for example to your insurer, loss adjusters or fraud detection and prevention agencies. This may include being sent, in confidence, for processing outside of the European Economic Area. The information provided will be treated in confidence and in compliance with the Data Protection Act 1998. You may have the right to apply for details of the information we hold (for which we may charge a small fee). By signing this form you consent to such use of your personal data.

### Claims and Underwriting Exchange

Insurers and their agents share information with each other to prevent fraudulent claims and for underwriting purposes via the Claims and Underwriting Exchange register, operated by Insurance Database Services Limited. The information you supply on this form, together with relevant information you have supplied to us when arranging or renewing your insurance and other information relating to the claim will be provided to participants.

## WWW.HOMEANDLEGACY.CO.UK

Home and Legacy takes online security very seriously. Use of our submission by email service may require you to send information to us over the internet that could be classed as sensitive information under the Data Protection Act 1998. You should ensure that your organisation has appropriate security systems in place to protect the information you are providing to us before submitting.

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Calls may be recorded for our joint protection, training and/or monitoring purposes.

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