

# Property Damage Report Form



Please complete all sections clearly

## A. The Insured

1. Insureds Name			
2. Policy Number		3. Renewal Date	/ /
4. Name of person dealing with the claim			
5. Telephone Number			
6. Address			
7. Postcode			
8. Full Business Description			
9. Are you VAT registered?	Yes / No	10. If yes, is full remission obtained	Yes / No
11. If only partial remission is obtained, state percentage recoverable			
		%	

## B. The Incident

1. Date	/ /	2. Time		3. Who discovered the incident	
4. If known, state the name and address of the person causing loss or damage					
5. Address where the incident occurred					
6. Postcode					
7. Telephone number					
8. State fully what happened					

## C. Witness

Please provide full details of any witnesses	
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## C. Theft

1. If a theft or malicious damage claim, has it been reported to the Police	Yes / No	If yes, please provide the information below
2. Officers Number		3. Crime Number
4. Station		

State whether items stolen/damaged belong to:

You, the insured	Yes / No
Employee(s)	Yes / No
On Hire	Yes / No

5. If on hire, give hirers name and address, and enclose a copy of the conditions of hire	
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6. Has any other person any interest in the insured property?	Yes / No	If yes, please provide the information below
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7. Give details of any other insurance which covers this loss	
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## D. Claim Details

Please estimate the total cost of loss or damage by completing the following schedule

Description of Item	Details of Damage / Loss	Date Purchased / Incurred	Cost £	Amount Claimed £

N.B. All damaged property must be retained for possible inspection and any original purchase invoices and estimates should be supplied.

## D. Declaration

I/We declare that these particulars are true to the best of my/our knowledge

Signature	
Print Name	
Date	

### Claims Department Contact Details:

Towergate Underwriting Liability & Construction  
 Towergate House, 20 Ellerbeck Court  
 Stokesley  
 North Yorkshire, TS9 5PT  
 Tel: **0845 070 1694** Fax: **0845 070 1690**  
 E-mail: **TULaCClaims@towergate.co.uk**