



Claims are usually held up because of missing information

To ensure your claim can be processed as quickly as possible please ensure that the following information is included:

- Please complete the form as fully as possible
- The date the event occurred is vital, if ongoing use the date discovered
- As many details of the event as possible, i.e. if water damage, where from, which room, cause etc.
- Your name and daytime telephone number
- A minimum of **2 quotations**
- The form cannot be processed until it is signed
- If the claim has arisen because you have been a victim of crime, you will be unable to process your claim without a crime number.

Please email claims@ringley.co.uk and we will confirm the policyholder details. We will also supply the name, address and email address of your insurance broker, who will administer your claim.

Thank you
Ringley Estates Team



REPORT FORM

<i>Name of Insured:</i>		
<i>Address:</i>		
<i>Tel No. (Home):</i>	<i>Tel No. (Business):</i>	<i>Policy No.</i>
<i>Person to contact regarding this claim:</i>		
<i>Tel No. (Home):</i>		<i>(Business):</i>
<i>Address for correspondence if different from above:</i>		
<i>Is the Insured registered for VAT? YES/NO</i>		<i>If Yes please state Registration No:</i>
<i>What percentage is recoverable in respect of loss: %</i>		<i>Date of occurrence:</i>
<i>Cause of Claim (Fire, Storm, etc:)</i>		
<i>Describe how damage or loss occurred:</i>		
<i>If Theft, was entry or exit forced? YES/NO</i>	<i>Were the Police Informed? YES/NO</i>	<i>If so, please give station & ref. No.</i>
<i>Is there any other insurance in force in respect of this loss? YES/NO</i>	<i>If 'yes' please give details</i>	
<i>Are you sole owner of the property? YES/NO</i>	<i>If 'no' please give details:</i>	

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Lloyd's Broker and Member of the General Insurance Standards Council

DETAILS OF PROPERTY LOST OR DAMAGED

1. RECEIPTS OR VALUATIONS NOTES SHOULD BE SUPPLIED IN SUPPORT OF THE CLAIM
2. IF THE PROPERTY IS REPAIRABLE AT LEAST ONE ESTIMATE (BUT PREFERABLY 2) SHOULD BE OBTAINED.
3. WHERE AN ITEM IS DAMAGED BEYOND REPAIR ANY RESIDUAL SALVAGE VALUE SHOULD BE DECLARED.
4. IF THE PROPERTY IS NOT INSURED ON A REINSTATEMENT BASIS THE AMOUNT CLAIMED SHOULD REFLECT AN ALLOWANCE FOR PREVIOUS WEAR & TEAR.

BUILDINGS

If 'yes' please attach estimates for repair/replacement

Is a claim being made for damage to Buildings?

YES/NO

OTHER PROPERTY

<i>Description of property (Including make and model no. where relevant)</i>	<i>Purchase date</i>	<i>Owner of Property</i>	<i>Replacement or repair costs</i>	<i>Salvage value if applicable</i>	<i>Net Claim</i>

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

Date: _____ Signature: _____

If acting on behalf of an organisation state office held _____