



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

ZURICH COMMERCIAL CLAIM FORMPlease write in **BLOCK CAPITALS**• **DETAILS OF POLICY**CLAIMS REFERENCE: TBA1. Policy number AV491462

BROKER REF: _____

• **DETAILS OF INSURED**

2. Name of Insured (please complete A or B)

A Title (Mr/Mrs/Miss/other) _____ Forenames _____ Surname _____

B Company Name _____

Address:

Postcode: _____

Tel No. (Home) _____ (Business) _____ (Extn. No.) _____

3. Are you registered for V.A.T.? (YES/NO) _____ If YES, status (or % exemption) _____

• **INFORMATION ABOUT LOSS/DAMAGE**

4. When did the loss/damage occur? Day _____ Month _____ Year _____ Time _____

5. How did the loss/damage occur? _____
_____5a. If the damage was caused by a water leak, please advise where the leak originates _____ and if
the cause of the leak has been rectified. YES or NO _____6. Were any other parties' involved/responsible? _____
_____7. Address at which the loss/damage occurred _____

8. Where the premises unoccupied at the time of loss? State YES or NO _____

If YES, when were they last occupied? _____

• **FURTHER DETAILS**

9. (a) When and by whom was loss discovered? _____

(b) By whom was the discovery witnessed? _____

10. When and where were you last in possession of the item(s)? _____

11. When was the loss reported to the police and by whom? _____

12. To which Police Station? _____

13. (a) By what means was access gained to the premises? _____

(b) Were any doors or windows forced? YES or No ____ If YES, which? _____

(c) Were premises securely locked at time of loss? YES or NO _____

14. Do you suspect any person(s)? YES or NO ____ If, YES, whom? _____

