Loss or damage report form - Commercial

(For Theft claims use Theft claim form)

Please complete and return this form. Each question should be answered as fully as possible.

Policyholder		Policy no.				
Name		Date premium paid				
Address		Telephone no: Home				
		Business				
		Occupation				
	Postcode	V.A.T. Registration no.				
		(if not registered, state "none")				
Loss or Damage						
Date of loss or damage						
Where did the loss or damage occur?						
Describe fully the circumstances in which the loss or damage occurred						

General Information									
For what purpose were the premises occupied at the time of loss?									
Are you the sole owner of the	property?	Yes	No						
If 'No', give the names of othe In the case of damage to the b		ttings, are you the owner, mortgagor or te	nant?						
Is there any other insurance(s) covering the property?	Yes	No						
If 'Yes', give the name and ad	dress of the insurers								
contribution payment is norm your claim with us, it should r Have you ever before suffered If 'Yes', please give details		? Yes							
Other Parties									
Is any other party thought to I	ce responsible for the loss?								
Name and address of police a	uthority to whom the incident was re	eported							
Date and time of report									



The amounts claimed should exclude any V.A.T. recoverable from H.M. Customs & Excise

Statement of Claim

Please list below items damaged

- 1) If your claim is in respect of damage to buildings or other repairable items a tradesman's estimate will be required for the repairs. The estimate should be forwarded later if not immediately available.
- 2) If your claim is for irrepairable loss or damage complete all columns below. If policy cover is on a replacement cost or reinstatement basis it will not be necessary to make a deduction for age, wear and tear. Supporting estimates for replacements may be helpful.
- 3) Basis of assessing all claims:

Indemnity basis -

The amount claimed will be the current cost price, less any deduction for age, wear and tear and salvage.

Replacement cost or reinstatement basis -

The amount claimed will be the current cost price, less the value of the salvage.

Description of article(s)	Where and when acquired	Original cost	Current cost price	Deduction for age, wear and tear	Value of Salvage	Amount Claimed
		£	£	£	£	£
		f	£	£	£	£
		f	f	£	f	£
		f	£	£	f	£
		£	£	£	£	£
		f	£	£	£	£
		£	£	£	£	£
		£	£	£	£	£
		f	£	£	f	£
	Total	£	£	£	£	£

I/We the undersigned, declare that to the best of my/our knowledge and belief the information given in this claim form, which I/we have read over and checked, is true and complete.

Signature of Policyholder

Date

www.nfumutual.co.uk

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