



General Liability Claim Reporting Worksheet and Guide

DO NOT DELAY IN REPORTING IF YOU DO NOT HAVE ANSWERS TO ALL THE QUESTIONS.

! PLEASE EMAIL YOUR COMPLETED FORM TO info@alancobbins.com OR CALL 1.760.659.5661

ACCOUNT INFORMATION		
PREPARER'S PHONE NUMBER & EMAIL ADDRESS	PREPARER'S TITLE AND NAME	ACCIDENT STATE
SUBSIDIARY (COMPANY) NAME AND ADDRESS		
SUBSIDIARY (COMPANY) MAILING ADDRESS (IF DIFFERENT FROM ABOVE)		
DID THE LOSS OCCUR AT THE LOCATION ADDRESS? (IF "NO", ADDRESS WHERE LOSS OCCURRED) ☐ YES ☐ NO		
DATE AND TIME OF LOSS		
BRIEF DESCRIPTION OF LOSS		
PARENT COMPANY/INSURED'S NAME	LOCATION CODE	POLICY SYMBOL AND NUMBER
INJURIES		
WERE THERE ANY INJURIES? IF YES, PLEASE PROVIDE THE FOLLOWING INFORMATION FOR EACH INJURED PERSON:		
NAME		
BUSINESS AND HOME PHONE NUMBERS AND EMAIL ADDRESS		
ADDRESS		
DATE OF BIRTH	GENDER	
DESCRIPTION OF INJURY		
MEDICAL FACILITY (IF TREATMENT RECEIVED)		
ATTORNEY INFORMATION (IF REPRESENTED)		

PROPERTY DAMAGE - BUILDING

IS THERE BUILDING DAMAGE TO THE PROPERTY OF OTHERS?
IF YES, PLEASE COMPLETE THE FOLLOWING INFORMATION:

NAME	BUSINESS AND HOME PHONE NUMBERS AND EMAIL ADDRESS
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ADDRESS

DESCRIPTION OF DAMAGED PROPERTY

IS THE INTERIOR OF BUILDING NOW EXPOSED TO OUTDOORS AND UNPROTECTED?	CAN THE BUILDING BE OCCUPIED?
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IS THERE A <u>WRITTEN</u> ESTIMATE OR REPLACEMENT BILL FOR THE DAMAGE? IF YES, AMOUNT

ATTORNEY INFORMATION (IF REPRESENTED)

PROPERTY DAMAGE - CONTENTS/AUTO

IS THERE CONTENTS DAMAGE TO THE PROPERTY OF OTHERS?
IF YES, PLEASE COMPLETE THE FOLLOWING INFORMATION:

NAME	BUSINESS AND HOME PHONE NUMBERS AND EMAIL ADDRESS
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ADDRESS

DESCRIPTION OF DAMAGED PROPERTY

LOCATION OF DAMAGED PROPERTY INCLUDING ADDRESS
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IS A <u>WRITTEN</u> ESTIMATE OR REPAIR REPLACEMENT BILL FOR THE DAMAGE AVAILABLE? IF YES, AMOUNT
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ATTORNEY INFORMATION (IF REPRESENTED)

WITNESSES (NAMES, ADDRESSES, PHONE NUMBERS, AND EMAIL ADDRESSES)
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INSURED CONTACT INFORMATION

CONTACT NAME, PHONE NUMBER, EMAIL ADDRESS, AND BEST TIME TO CONTACT AND WHERE TO CONTACT
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ADDITIONAL NOTES/COMMENTS OR CUSTOMER SPECIFIC INFORMATION
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