

**EQUIPMENT CLAIM FORM**

Date of Loss: \_\_\_\_\_

Location of Loss: \_\_\_\_\_

Description of Loss: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Extent of Loss: \_\_\_\_\_

\_\_\_\_\_

Effect on Business: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Instructions:

1. Protect the property from further damage.
  - Cover the property if it is exposed to the elements.
  - Make repairs if reasonable and necessary to protect the property from further damage.
  - Maintain a record of all expenses incurred protecting the property.
  
2. Take photos of damage preferably before you take any action.
  
3. Prepare an inventory of personal property damage.
  - List quantity, description, replacement cost, actual cash value of goods.
  - Attach any bills, receipts where you purchased damaged items and related documents.
  
4. Retain damaged property until a claim adjustor approves of disposal.
  - The claims person may need to inspect the property.
  - There may be salvage the insurance company can claim.
  
5. Notify the police if necessary like in the event of a theft.
  
6. Expect to be contacted within 48 hours by the insurance company claims person.

