

# Water Damage Insurance Claim Summary Form

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## Policyholder Information

Name:

Policy Number:

Contact Number:

Email Address:

Mailing Address:

## Incident Details

Date of Incident:

Location of Damage:

Description of Incident:

Suspected Cause:

## Damage Assessment

Areas/Items Damaged:

Estimated Loss Amount:

Supporting Documents Attached (photos, invoices, etc.):

## Repair/Restoration

Repair Company Contacted:

Repair Estimate:

**Current Status of Repairs:**

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**Declaration**

I certify that the information provided above is true and accurate to the best of my knowledge.

**Signature:**

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**Date:**

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**Important Notes**

- Complete all sections accurately to avoid delays in claim processing.
- Attach clear photographs and relevant repair estimates or invoices.
- Keep original documents for your records until the claim is resolved.
- Notify your insurance provider as soon as possible after discovering water damage.
- Do not discard damaged property until instructed by your insurance representative.