

# Fire Insurance Loss Reporting Document

## 1. Policy Details

Policy Number

Insured Name

Insured Address

Contact Information

## 2. Incident Information

Date of Occurrence

Time of Occurrence

Incident Location

Cause of Fire (if known)

Brief Description of Incident

## 3. Damage Assessment

Nature and Extent of Damage

Estimate of Loss (USD)

Details of Affected Property

## 4. Supporting Documents

Attached Documents (tick where applicable):

[ ] Police/Fire Department Report

- ☐ Photographs of Damage
  - ☐ Repair/Replacement Quotations
  - ☐ Proof of Ownership
  - ☐ Others (specify)
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## 5. Declaration

Declaration by Insured

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Signature

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Date

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### Important Notes:

- Provide accurate and complete information to avoid delays in claim processing.
- Ensure all supporting documents are attached with the report.
- The insurer may request additional information or site inspection if necessary.
- Immediate notification to the insurance company after the incident is recommended.