

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)

5. Declaration

Declaration by Insured

Signature

Date

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.