

Property Damage Insurance Claim Document

1. Policyholder Information

Name: _____

Address: _____

Contact Number: _____

Email: _____

Policy Number: _____

2. Incident Details

Date of Loss / Damage: _____

Time: _____

Location of Incident: _____

Description of Damage / Loss: _____

3. Damaged Property Details

Item Description	Quantity	Estimated Value	Year Purchased	Remarks

4. Police / Relevant Authority Report

Was the incident reported? Yes / No

Report Reference Number: _____

Authority Name: _____

5. Other Relevant Information

Signature of Policyholder: _____

Date: _____

Received by Insurance Company: _____

Date: _____

Important Notes:

- Provide accurate and complete information to avoid claim processing delays.
- Attach all supporting documents such as invoices, photographs, and police reports.
- Report the loss or damage to relevant local authorities, if required.
- Retain copies of all submitted documentation for personal records.
- False declarations or intentional misrepresentation may result in claim rejection and legal consequences.