

# 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:

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## 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

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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.