

CLAIMS PROCEDURES

**Call: 1-800-718-2663 or
(614) 764-0121
Fax: (614) 764-0310**

PROPERTY CLAIMS:

Report all Theft and Vandalism claims to the Police.

Take a photograph of damaged property, if possible.

Make temporary repairs that will protect property from further damage.

Make a list of all the property that has been damaged, and the value of that property.

THE FOLLOWING INFORMATION SHOULD BE PROVIDED IN THE EVENT OF A LOSS:

- 1) Type of loss
- 2) Date and location of loss
- 3) A list of all the property damaged, and the value.
- 4) A copy of police/fire report is possible.
- 5) All bills, receipts, reports, etc., submitted to the agency should be identified with the name of the policyholder.
- 6) Name and phone number of person to contact regarding the claim.

NOTE: DO NOT LET CLAIMS ACCUMULATE. PROMPTLY ADVISE OF EACH CLAIM.