

Claims Filing Checklist

To expedite the handling of your claim, **please contact your insurance carrier directly** online or by phone. Have as much of the following information available ready when reporting the claim:

1	Date of Incident
2	Policy number
3	Named Insured on the policy
4	Person reporting the claim & relationship
5	Best contact information
6	Location address where the loss occurred
7	Description of damages

Please check our insurance carrier directory for the appropriate phone number to call.