



AFTER A LOSS

Here is a checklist of things that many commonly used home owners policies require to ensure compensation for an insured loss.

1. Give prompt notice to your insurance company.
2. Notify the police if this loss was a theft.
3. Notify your credit card or fund transfer company in case this was a loss under Credit Card or Fund Transfer card coverage.
4. Protect the property from further damage. If repairs to the property are required, you must make reasonable and necessary repairs to protect the property and keep an accurate record of repair expenses.
5. Prepare an inventory of damaged personal property showing the description, quantity, actual cash value and amount of loss. Attach all receipts, bills and related documents that justify the figure in the inventory.
6. The insurance company requires: pictures of the damaged property; any records and documents that the insurance company requests; an examination under oath while not in the presence of any other insured – and signed copy of same.
7. Send to the insurance company, within 60 days of their request, your signed, sworn proof of loss which sets forth the following
 - A. The time and cause of loss
 - B. The interest of the “insured” and all others in the property involved and all liens on the property;
 - C. Other insurance which may cover the loss;
 - D. Changes in title or occupancy of the property during the term of the policy;
 - E. Specifications of damaged buildings and detailed repair estimates;
 - F. The inventory of damaged personal property described as noted above;
 - G. Receipts for additional living expenses incurred and records that support the fair rental value loss; and
 - H. Evidence or affidavit that supports a claim under the Credit Card, Fund Transfer Card, Forgery and Counterfeit Money coverage, stating the amount and cause of loss

*Adapted from HO 00 03 04 copyright Insurance Services Office, Inc. 1990 Pages 9 and 10
our of 18*