

Property

Property Damage Claim form

Important notice

The issue of this claim form is not an admission of liability or coverage by QBE Insurance.

How to complete this form

- Please open this form using Adobe Reader. Use your mouse/trackpad to take the cursor to the next editable field. After completing the form, save it to your computer and then attach it to an e-mail addressed to NewLossQBE@us.qbe.com.
- A QBE claim representative will contact you in 1 to 2 business days.

If this is an emergency or if you prefer to report your claim by telephone, please call 844.723.2524 (844-QBE-CLAIMS)

A. Person reporting the claim

Name	Phone number	Phone type	<input type="radio"/> Mobile/Cell	<input type="radio"/> Home/Office	
Date	Relation to insured	<input type="radio"/> Insured			<input type="radio"/> Relative of Insured / Family Member
		<input type="radio"/> Agent/Broker			<input type="radio"/> Other _____

B. Insured's details (Policy holder) same as Person reporting the claim

Insured's name	Policy number	
Email address	Phone number	
Property street address	Apt. number	
City	State	Zip

C. Contact information same as insured's details

Name	Phone			
Email address	Alt. phone			
Street address	Apt. number			
City	State	Zip		
Relationship to Claimant	<input type="radio"/> Insured			<input type="radio"/> Relative of Insured / Family Member
	<input type="radio"/> Agent/Broker			<input type="radio"/> Other
Best number to contact	When to contact	<input type="radio"/> AM	<input type="radio"/> PM	



D. Circumstances of loss/damage

Date of loss/damage _____ Approximate time _____ AM PM

Describe how loss occurred _____

General description of damages (e.g. roof damage, theft) _____

Loss location same as insured's address

City _____ State _____ Zip _____

E. Other information

Is the property habitable? Yes No N/A Did your business have to close as a result of this loss? Yes No N/A

Anything else we should know? _____

F. Enclosures

Save the completed form to your computer and then attach it to an e-mail addressed to NewLossQBE@us.qbe.com. Attach copies of any invoices for emergency repairs or photos if you have any.



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