

# Property Glass Damage Claim Form

**Claim No.** (if known)

Please complete and return form to:

Allianz Insurance plc, Commercial Property Claims Team,  
500 Avebury Boulevard, Milton Keynes, MK9 2XX.

Please complete the relevant sections. If any are not applicable please add N/A

**Policyholder** (Please insert)

Name of insured	<input type="text"/>	Policy Number	<input type="text"/>
Address	This is usually the correspondence address		
			Postcode
Occupation	<input type="text"/>	Tel. No Home	<input type="text"/>
Email address	<input type="text"/>	Mobile Number	<input type="text"/>
Are you registered under the VAT regulations?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Office <input type="text"/>
If <b>Yes</b> please give details (Vat No & %)	<input type="text"/>		
	<input type="text"/>		

**Event**

Date and Time	<input type="text"/>	When and by whom discovered	<input type="text"/>
Address where loss occurred	<input type="text"/>		Postcode

**Property**

Are you the sole owner of the Property for which the claim is made? Yes  No

If **No**, give details of interested parties

If you do not own the premises, please confirm whether you are responsible under the terms and conditions of your lease for any required building repairs?  
**Yes**  (Please send the relevant pages of the lease) **No**  (Please refer this aspect of your claim to your landlord)

State total value of Insured Property Buildings £  Contents £  Stock £

Have you previously made a Property claim against any Insurer? **Yes**  No

If **Yes**, give particulars

At the time of the occurrence were there any other insurances in force which would cover any of the damaged property, whether taken out by you or by any other person? **Yes**  No

If **Yes**, give particulars



## Recovery Section

Is another party responsible for the loss/damage? Yes  No

If Yes, give particulars

Please provide us with the Third Party details if known (e.g. name, address, telephone number, insurer's details)

Please attach any supporting evidence such as photographs showing the damage, CCTV footage, name/address/telephone number of any witnesses to the incident

### A Damage to Glass

State in full the cause and circumstances of the loss or damage

What time did you call the glaziers?

What time did they attend?

Has the glass been boarded up?

Please provide details of the type of glass damaged? (float, plate, laminate)

Has damaged occurred to any sign writing? Yes  No

If Yes, please provide details

If malicious damage, what is the crime reference number and the name of the police officer that dealt with the matter?

What is the name and telephone number of the relevant police station?

Please detail what action you have taken to mitigate the loss?

### B Buildings

Specify separately each room or building damaged or destroyed

Age of damaged element of building

Date when maintenance last undertaken

Amount of estimate (Please attach Repair or Replacement Estimate)

Net amount claimed

Specify separately each room or building damaged or destroyed	Age of damaged element of building	Date when maintenance last undertaken	Amount of estimate (Please attach Repair or Replacement Estimate)	Net amount claimed

## C Contents / Stock

1	2	3	4	5	6	7	8
Description of articles lost, damaged or destroyed	Date acquired	From whom obtained. Name and address	Original cost (attach receipts / manuals, and for stock items sample invoices showing the cost price)	Replacement cost or cost of repairs (Where applicable)	Deduction for wear and tear (Where applicable)	Value of salvage	Amount claimed

### **Use separate sheets if necessary**

I/We declare that the above is a full and accurate statement, and I/we therefore claim the sum of £  as the amount due to me/us in respect of the loss of or damage to the property detailed.

The damaged property should be protected from further deterioration, but should not be disposed of until permission is given by the Company or the appointed Adjusters.

### **Data Protection Notification**

We may use the personal and business details you give us, or which are supplied by third parties, to consider your claim, search the files of credit reference agencies who may keep a record of the search, to carry out such financial and other enquiries as we may consider necessary to evaluate the claim and assist in making a decision regarding the claim, and for compliance business reviews. We may also share these details with other insurance organisations and selected other parties to handle claims and prevent fraud. Personal details may be transferred to countries outside of the EEA. They will at all times be held securely and handled with the upmost care in accordance with all principles of English law. We will store personal details on computer but will not keep them for longer than necessary. Under the terms of the Data Protection Act 1998, individuals are entitled to a copy of all the information we hold about them.

Telephone calls may be recorded for our mutual protection, training and monitoring purposes.

### **VERY IMPORTANT – FRAUDULENT AND EXAGGERATED CLAIMS**

Deliberately exaggerated claims could invalidate your policy cover. Insurance fraud is a crime and liable to prosecution.

The above answers to our questions will be the basis of consideration of your claim. You must ensure that all information is true, correct and complete to the best of your knowledge and belief, and that all material facts have been disclosed.

A material fact is one that is likely to influence us in the assessment or acceptance of this claim, or application of cover under the terms and conditions of your policy.

If you are in any doubt as to whether a fact is material, **you must disclose it.**

**FAILURE TO DO THIS MAY RESULT IN YOUR POLICY BECOMING INVALID AND A CLAIM PAYMENT WILL NOT BE MADE.**

### **Declaration**

I / We declare that the foregoing particulars to be correct to the best of my/our knowledge and belief.

Signature of Insured

Date

