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BURGLARY CLAIM FORM

PLEASE ANSWER EACH OF THESE QUESTIONS COMPLETELY

POLICY NO. _____ CLAIM NO. _____

Section A: personal details

1. Insured: _____
2. Address: _____
3. Occupation/business: _____
4. Tel. no. _____ E-mail: _____

Section B: circumstances of burglary

5. Please state precisely the date and time of burglary: _____ (mm/dd /yy) at _____ (a.m./p.m.)
6. Address where loss or damage occurred: _____
7. State full circumstances of the loss or damage: _____

8. (a) Are you the sole owner of the property stolen or damaged? Yes No
(b) If **No**, please give name and address of owner:

9. (a) Do you suspect any particular person? Yes No
(b) If **Yes**, please state their name and address:

10. (a) Were the police notified? Yes No
(b) If **Yes**, please give name and address of the police station and number of the officer:

11. What steps have you taken (if any) to recover the lost property? _____

12. (a) Is there any other insurance against this loss? Yes No

(b) If **Yes**, please give name and address of other insurers: _____

Section C: details of items lost or damaged

13. Have the premises sustained any damage? Yes No

If **Yes**, please give details _____

14. Please give a full list of the articles stolen or damaged (attach separate form if necessary):

No.	Description	Date of purchase	Cost price	Estimated value at time of occurrence	Net amount claimed

Declaration

I/we the undersigned do hereby declare that the particulars supplied in this form are true in every respect, and that no information material to the claim has been withheld.

Signature of insured/claimant: _____ **Date:** _____ (mm/dd/yy)

If the insured/claimant is a company, please affix company stamp: