

Policy No: _____	Claim Ref: _____	Insurer: _____
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- Complete sections A, B, C & G when reporting loss or damage to the **Buildings**.
- Complete sections A, B, C, E, F & G when reporting loss or damage due to **Burglary or Malicious Damage**.
- Complete sections A, B, D, E, F & G when reporting loss or damage to **Contents or All Risk items**.

- Checklist: Sign & return this form to Patrona Underwriting Limited, The Bushels, Cornmarket, Wexford.
- Garda complete Section G, *where applicable*
- Include Builder's report, repair or replacement estimate(s), photographs as necessary.

A

POLICYHOLDER DETAILS

Policyholder Name: _____ Policyholder D.O.B: _____

Policyholder Address: _____

Email Address: _____ Telephone Number: _____

Occupation: _____ Are you registered for VAT? Yes No

Have you suffered any other losses in the past 5 years under this or any other household policy where such losses were covered by insurance or not? (If yes, give details below) Yes No

Have you, or any member of your household ever been convicted of, or have a prosecution pending, for any criminal convictions other than motoring offences? (if yes, give details below) Yes No

B

PROPERTY DETAILS

Are you the sole owner of this property? Yes No If no, please provide name(s) of all others who hold an interest in this property: _____

Is there a mortgage attached to this property? Yes No Name of Mortgage provider: _____

Property Type (*eg: bungalow, terrace etc.*) _____

Property Address: (*if different from above*) _____

(a) Is any part of the property used for business or professional purposes? Yes No

(b) Have you had any recent building / repair work carried out? Yes No

(c) Does any other insurance policy cover the property you are claiming for: Yes No

(d) Where the damage was malicious in nature, are you aware of the identity of the person who caused the damage? Yes No

(e) Is the property permanently occupied? Yes No

(f) Was this loss / damage caused by a member of your household / household staff? Yes No

If you answered "yes" to any of the questions "a to f" above, please provide detailed information below:

Who lives in this property? _____

When was the property last occupied before the loss / damage occurred? _____

C

DESCRIPTION OF INCIDENT

Date of Occurrence: _____ Date of Discovery: _____

Type of loss / damage: (eg: storm, flood, burglary) _____

How did the loss / damage occur?
(please provide as much detail as possible) _____

In the event of fire, did the fire brigade attend? Yes No

In the event of burglary, was the incident reported to An Garda Síochana? Yes No If "Yes", give details below;

Garda Name: _____

Garda Station: _____

In the event of burglary or malicious damage, please also have Part G completed by An Garda Síochana

D

ALL RISKS

Was the item: Lost Damaged Stolen

When did you last have the item(s)? _____

Where did you last have the item(s)? _____

Please give a description of how the loss occurred: _____

Please complete section E below for each item.

Please also have Part G completed by An Garda Síochana

E

LOST OR DAMAGED CONTENTS / PERSONAL EFFECTS

Please note: We will require written estimates for the repair or replacement of each item listed below. We will only accept estimates on the retailer / tradesperson's official paper. Please continue on a separate sheet if necessary.

	Description of Item (incl. make, model etc.)	Place & Year of Purchase	Purchase Price	Replacement Cost
Eg	Samsung LED Television AB123456	Harvey Norman	€540.00	€500.00
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				

F

REPORTING TO AN GARDA SÍOCHANA

Who discovered the loss / damage? *(please provide their contact details)* _____

How was the property entered? _____

This is to certify that: _____ *(Person's name)*

Of: _____ *(Person's address)*

Reported to this station on the undernoted date the loss of or damage to the property described in Sections A to E above.

Date Reported: _____

To your knowledge is any person likely to be charged? Yes No

Has any of the stolen property been recovered? Yes No

If yes, please provide details: _____

The interest of Patrona Underwriting Limited has been noted

Garda Name: _____

Station Stamp

Garda Signature: _____

Pulse ID: _____

G

DECLARATION

I/We declare that the foregoing statements are true and correct in every respect and I/we undertake to tender every assistance in my/our power in dealing with the matter. I/We understand that the information given on this form may be submitted to solicitors appointed by Patrona Underwriting Limited, for use in connection with any claim, litigation or threat thereof arising out of this incident.

Signed: ✖ _____

Date: _____

Please return to Patrona Underwriting Limited, The Bushels, Cornmarket, Wexford

Important note:

- We require a written estimate for the repair to / replacement of the property for which you are claiming. This should be provided by a retailer / tradesperson on their official paper.
- Please retain all damaged goods for inspection and do not carry out any works (other than temporary emergency repairs) before we have a chance to inspect to property. If you do proceed with emergency or temporary repairs, please photograph the damage before you do so.
- If you do not retain all damaged goods for inspection or, if you carry out repairs before we have had a chance to inspect, your actions may prejudice our position which could result in your claim being refused.
- It may be necessary for us to appoint a Loss Adjuster / Claim Investigator to assist in the investigation and / or assessment of your claim.

If you have any queries or concerns about your claim please don't hesitate to contact our Claims Team on 05391 80333.