

Claim Notification Form

Property, General Liability or Professional Liability Claim

In the event of an incident or potential claim, please complete this form, fax it to 619-234-8601, or email to **Dan Smith**, Claims Risk Advisor (dsmith@cavignac.com). In his absence, **Meghan Dickerson** (mdickerson@cavignac.com) will assist you. Dan's direct phone number is 619-744-0576; the main line is 619-234-6848.

Insured Name:				
Insured Address:				
Location of Loss:				
Loss of Discovery Date:		Time of Loss:		
Person Reporting:			Date:	
Email:		Phone Number:		
Description of Loss:				
Other parties involved: (name, address, phone number, description of injuries/damages)				
Witnesses: (name, address, phone number)				

Incident Reported To:

Police Department:		Case Number:	
Fire Department:			
Additional Comments:			