

Property & General Liability Claim Notification Form

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, **Mike Smith** (msmith@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: