



Name of Housing Association _____
 Policy number (if known) _____
 Your full name _____
 Correspondence address _____

 _____ Postcode: _____
 Telephone number _____ Mobile _____
 Email Address _____
 Occupation _____
 Are you the (tick as appropriate) Leaseholder Shared Owner Owner
 Address of property where damage occurred _____
 _____ Postcode: _____
 Type of property (e.g. house, flat) _____ Age of Property _____
 How long have you owned the property _____ Yrs _____ months
 Date damage occurred _____
 What happened to cause the damage _____

 Details of damage including estimated repair cost _____

We require two written estimates. If you are not attaching two estimates, please explain why

Name and address of person responsible for damage (if applicable) _____

 _____ Postcode _____
 Crime Reference Number _____
(This is a policy requirement for all vandalism / malicious damage / theft related claims)
 Was the property occupied at the time of the loss? YES / NO
 If no, state the last date on which the property was occupied _____
 Have you made any other claims in the past 3 years? YES / NO
 If so, please provide details (continue overleaf if required) _____

I/We declare that all the answers provided are true and correct to the best of my/our knowledge.

Signed _____ Date _____

PLEASE RETURN TO: Arthur J. Gallagher, 27-30 Railway Street, Chelmsford CM1 1QS