



ADVENTIST RISK MANAGEMENT, INC.
ATTN: CLAIMS & LEGAL SERVICES
 12501 Old Columbia Pike Silver Spring MD 20904
 301-680-6870 * Fax 301-680-6878
 Email: claims@adventistrisk.org

**PROPERTY
LOSS
NOTICE**

FOR YOUR PROTECTION SOME STATE LAWS REQUIRE THAT THE FOLLOWING STATEMENT APPEAR ON THIS FORM: "It is unlawful to: (a) Present or cause to be presented any false or fraudulent claim for the payment of a loss under a contract of insurance and/or (b) Prepare, make, or subscribe any writing with intent to present or use the same, or to allow it to be presented or used in support of any such claim. Every person who violates any provision of this section is punishable by imprisonment in the State Prison not exceeding three years, or by fine not exceeding one thousand dollars, or by both."

POLICY	Conference		Name of Entity			
	Address of Damaged Property					
	Contact Person (please print)			Telephone		
LOSS	DESCRIPTION OF WHEN AND HOW LOSS OCCURRED Give details--be specific (attach additional sheet if necessary)					
	MONTH	DAY	YEAR			
	DESCRIPTION OF PROPERTY DAMAGED OR STOLEN		Support with written vendor estimates			
	MAKE, MODEL, SERIAL NO.		APPROX. AGE	REPLACEMENT COST		
ESTIMATE OF LOSS	Building	\$ _____	Stolen Goods	\$ _____	Total Estimates	\$ _____
	Contents	\$ _____	Stolen Money	\$ _____	Less Deductible	\$ _____
	Temp. Repairs	\$ _____	Glass	\$ _____	Net Estimate	\$ _____
ALL CRIME LOSSES MUST BE REPORTED TO POLICE	Date Reported to Police:		Police Report No.:		Phone:	
	Investigating Organization:					
	Address:					
DATE	SIGNATURE Of Authorized Entity Representative				TITLE/CAPACITY	
DATE	SIGNATURE Of Authorized Insured Representative				TITLE/CAPACITY	

Failure to promptly report loss or damage is a contract violation and may void coverage. Supply as much information as possible to avoid delay.

DENOMINATIONAL PROPERTIES

If reporting a catastrophic loss, (hurricane, fire, floods, earthquake, volcano, etc.) PLEASE report immediately to the ARM CLAIMS DEPARTMENT by phone (301) 680-6870; or fax (301) 680-6878 or E-mail: claims@adventistrisk.org for further instructions before completing the following steps

CLAIMS INFORMATION

Send loss notice immediately. The following documentation is needed to complete claim process as soon as it is available.

- Building:** (ITEMIZED REPLACEMENT COST)
- Itemized written estimates or invoices for material and labor by a contractor.
 - If labor is done by members, number of man-hours times the amount that would be paid per hour.
- Contents:** (REPLACEMENT COST)
- Must have written replacement estimates or bills for items of like kind and quality, or repair estimates if items are repairable.
- Money and Securities:**
- Furnish accounting records to substantiate loss. If unavailable, give explanation of how amount was determined.
- Inland Marine**(Scheduled Declared Value)
- Give name of entity under which the item is scheduled and the serial number as listed on your statement of values.
- Burglary and Theft:**
- Police report. If you cannot get report, give name of Police Station reported to and the report number.
- Storm and Fire Losses:**
- Pictures and newspaper clippings.
 - Fire Marshall's Report of Fire

CHECKLIST

- Date of loss
- Exact location and complete street address
- Exactly what is being claimed (material, labor, cash, contents, etc.)
- Signature of authorized representative of entity