

Business Insurance Claim Form (Sample “ Water Damage)

Download our **completed business insurance claim form** sample to efficiently report water damage incidents. This template ensures all necessary information is accurately documented, speeding up the claims process. Use it as a reliable reference to protect your business interests during water damage recovery.

Sample Completed Claim Form

1. Policyholder Information

Business Name:

Acme Corp.

Contact Person:

Jane Smith

Address:

1234 Market Ave, Spring

Policy Number:

BINS-987654

Contact Phone:

(555) 123-4567

Contact Email:

jane.smith@acmecorp.com

2. Incident Details

Date of Incident:

2024-04-28

Time of Incident:

03:45

Location of Incident:

First Floor, Storage Room

Cause of Damage:

Burst water pipe during af

3. Description of Loss/Damage

Describe the loss or damage:

At approximately 3:45 AM on April 28, 2024, a burst water pipe in the storage room resulted in significant flooding. The water damaged inventory, flooring, and several pieces of equipment. Damaged items were removed

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4. Estimated Loss

Estimated Loss Amount:

\$18,400

Supporting Documents Included:

☒ Photos

☒ Repair Estimates

☒ Inventory List

5. Declaration

☒ I declare that the information provided is true and complete to the best of my knowledge.

Signature:

Jane Smith

Date:

2024-04-30

This sample form is provided for reference only. Please consult your insurance provider for proper claim submission.