

# Theft Claim Form

## Business Property Loss

Filing a **theft claim form** for business property loss is essential to recover damages and protect your assets. This sample form helps guide you through providing accurate details of the stolen items and the incident.

### 1. Business Information

**Business Name:**

**Business Address:**

**Contact Person:**

**Phone Number:**

**Email Address:**

### 2. Policy Information

**Insurance Policy Number:**

**Insurance Company Name:**

### 3. Incident Details

**Date of Theft:**

**Location of Incident:**

**Brief Description of the Incident:**

Describe how the theft occurred, property accessed, and any discovered evidence.

**Reported to Police?**

--Select--



**Police Report Number (if any):**

**Investigating Officer Name (if any):**

## 4. Stolen Property Details

List all stolen or damaged items below. Attach supporting documents/invoices if available.

Item Description	Quantity	Estimated Value (\$)	Purchase Date
e.g. Laptop - Dell Ins			

Attach additional sheets if more items need to be listed.

## 5. Declaration & Signature



**I hereby declare that the above information is true and correct to the best of my knowledge.**

**Authorized Signature:**

Type full name

**Date:**

**Submit Claim**

**Tip:** Keep a copy of this form and all attachments for your records.