

# Sample Completed Property Claim Form: Fire Damage

An **example of a completed property claim form** for fire damage provides a clear guide on how to accurately document losses and damages. This sample helps homeowners ensure all necessary information is included to facilitate a smooth insurance claim process. Using it as a reference can significantly expedite the assessment and approval of fire damage claims.

## PROPERTY INSURANCE CLAIM FORM — SAMPLE

Policyholder Information			
Full Name:	Jane Doe	Policy Number:	PL-123456789
Address:	456 Elm Street, Springfield, IL 62701		
Phone Number:	(555) 222-4444	Email:	jane.doe@email.com
Incident Details			
Date of Incident:	15 March 2024	Time of Incident:	2:45 PM
Description of Incident:	A fire broke out in the kitchen due to an electrical fault. The fire was extinguished by the fire department, but damaged the kitchen and adjacent living room. No injuries reported.		
Location of Incident:	456 Elm Street, Springfield, IL		
Police/Fire Dept Report No.:	FD-2024-1033		
Damaged Property Details			
Item Description	Estimated Value	Damage Description	Date Purchased
Kitchen Cabinets	\$3,000	Burnt, irreparable	06/2018
Refrigerator	\$1,200	Severe heat and smoke damage	08/2021
Living Room Sofa	\$950	Heavy smoke and water damage	10/2019
Kitchen Flooring	\$2,500	Charring and water damage	05/2016
Wall Paint & Drywall	\$1,100	Scorched and peeled	07/2020
Supporting Documentation			
<ul style="list-style-type: none"><li>Fire department incident report (FD-2024-1033)</li><li>Photos of damaged areas/items</li><li>Purchase receipts for appliances and furniture</li><li>Insurance policy documents</li></ul>			
Declaration			
I declare that the information provided is true and complete to the best of my knowledge.			
<b>Signature:</b> Jane Doe <b>Date:</b> 17 March 2024			