

# Filled Business Insurance Claim Form Sample – Property Damage

Download a **filled business insurance claim form** sample specifically designed for property damage to streamline your claims process. This example provides clear guidance on accurately documenting losses and damages incurred. Utilize it to ensure your claim submission is thorough and professional.

## Business Insurance Claim Form (Property Damage)

1. Policyholder Information

Policyholder Name:

ABC Tech Solutions LLC

Address:

123 Innovation Dr, Spring

Phone:

(555) 123-4567

Email:

info@abctech.com

Policy Number:

BP-45678911

2. Incident Details

Date of Incident:

2024-04-22

Time:

09:45 AM

Address of Loss/Damage:

123 Innovation Dr, Spring

Description of Incident:

Severe thunderstorm caused a tree to fall onto the roof, resulting in significant structural damage to the office and damage to equipment located in the affected rooms.

Was the property secured at the time?

☒ Yes ☐ No

Police/Fire Report Filed?

☒ Yes ☐ No

Report Number:

SPD-2024-2049

3. Property and Damage Details

Item	Description	Year Purchased	Estimated Value	Damage Description
Roof	Main office building roof (asphalt shingles)	2018	\$16,000	Extensive structural damage, several holes, and water leakage
Workstations (x5)	Dell OptiPlex 5080	2022	\$5,500	Severe water damage, nonfunctional
Printers	HP LaserJet Pro MFP M428fdw	2021	\$600	Water-damaged, electronics shorted

4. Insurance and Other Information

Is the property leased or owned?

Owned

Are there any other insurance policies covering this property?

No

Actions Taken to Mitigate Damage:

Roof temporarily patched and water removed by professional restoration company

5. Declaration

Signature:

John Smith

Date:

2024-04-23

Position:

Operations Manager

Attach supporting documents such as photographs, police/fire reports, and invoices for repairs as required.

### Download Sample

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