

Household



CLAIM FORM

If you need any assistance in completion of this form, please contact the Claims Department on 0344 893 8360 or if you are calling from overseas call +44 (0) 020 3118 7777. Please complete and return this form to: Claims Department, 500 Avebury Boulevard, Milton Keynes, Buckinghamshire, MK9 2LA or email to claimsteam@homeandlegacy.co.uk

SECTION 1 – GENERAL		CLAIM NO.
Name _____	Address _____	<input type="text"/>
Work Tel. No. _____	Home Tel. No. _____	
Mobile No. _____	Email _____	
Date of birth _____	Occupation _____	
Are You Registered for VAT? YES <input type="checkbox"/> NO <input type="checkbox"/>	Policy No. _____	
If your claim is accepted our preferred method of settlement is by way of electronic transfer using BACS. Please provide your bank details		

SECTION 2 – CIRCUMSTANCES OF LOSS/DAMAGE	
Please complete for all claims	
Date of Occurrence _____	Time of Occurrence _____
Where did the loss/damage occur? _____	
Was your home occupied?	YES <input type="checkbox"/> NO <input type="checkbox"/>
If NO, how long had it been unoccupied prior to the Loss? _____	
Have you suffered any other losses during the past 5 years?	YES <input type="checkbox"/> NO <input type="checkbox"/>
If YES please give details _____	
Do you hold any other insurance which may cover this incident (e.g. travel insurance)?	YES <input type="checkbox"/> NO <input type="checkbox"/>
If YES please provide details as follows:	Insurer _____
Policy Number _____	Tel. No. _____
Please state exactly how the incident occurred _____	

SECTION 3 – ACCIDENTAL LOSS/THEFT/MALICIOUS DAMAGE CLAIMS ONLY

How was entry gained? (Theft claims only) _____

Reported to Police on _____ Police Reference No. _____

Police Station Address _____

(Note: Claims for Accidental Loss, Theft or Malicious Damage MUST be reported to Police)

If a theft occurred from the Insured Address:

a) is the property let, lent or sublet? YES NO

b) is the property protected by a burglar alarm? YES NO

If the answer to b) is YES, did the alarm operate? YES NO

SECTION 4 – DETAILS OF CLAIM

Please submit the following documents with this form:

Building claims: Detailed original estimates from tradesmen for the work necessary to repair the damage

Claims for loss or damage to other property: If the articles can be repaired, detailed original estimates from tradesmen for work necessary to repair the damage. If the article is lost, or damaged beyond repair, the original receipt for its purchase together with an estimate for the cost of its replacement. If possible please submit photograph of damaged article/property.

Description of articles including make and model no.	From whom obtained	Date acquired	Original purchase price	Cost to replace or repair	Value of salvage (if applicable)	Amount claimed
Total Claimed						

SECTION 5 – ADDITIONAL INFORMATION

Please provide any other information which could help the insurers in the handling of the claim or recovery/pursuit of any party.

IMPORTANT INFORMATION

Fair Processing (How we use your information)

To find out how your data will be used, you can find a copy of our full 'Fair Processing Notice' at www.homeandlegacy.co.uk.

Declaration

I declare that I was not aware at the start of the insurance or renewal of this insurance that this claim, the details of which are set out above, was likely to arise.

I declare that the above is a full and accurate statement, and I therefore wish to make a claim under the policy for loss or damage in respect of the circumstances described.

Damaged property will be protected from further deterioration and will not be disposed of until permission is given by Home and Legacy or the insurer or any loss adjusters appointed.

I agree to notify Home and Legacy immediately if any of the property mentioned in this claim is subsequently recovered, and at the option of the insurer to return the property or to refund the amount of money received by way of compensation under the policy.

If there is anything that you do not understand please contact Home & Legacy.

Signature: _____

Name: _____

Date: _____

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Calls may be recorded for our joint protection, training and/or monitoring purposes.

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