



Post Accident Response Tools

Property Claim

PEOPLE | COMPANIES | INSURANCE | ADVISORS

FIRST PARTY PROPERTY CLAIMS

Property insurance provides protection for you against losses arising out of damage to tangible property owned or managed by you as a result of fire, windstorm, hail, etc. (related to loss of income).

All property accidents must be reported promptly. Prompt reporting of claims will expedite claims.

DESCRIPTION	YES	NO	COMMENTS
Report claim within 24 hours to Professional Concepts Insurance Agency 800-969-4041			
Add emergency restoration companies nearby that you can call : <ul style="list-style-type: none"> • Stanley Steemer Carpet Cleaner, # _____ • _____, # _____ • _____, # _____ • _____, # _____ 			
Notify authorities.			
Protect property from further damage.			
Preserve all evidence.			
Take immediate stock of damage, and separate damaged property from undamaged.			
Take pictures and/or video of accident scene as soon as possible.			
Identify all witnesses and take their statements.			
Conduct detailed investigation according to your Illness and Injury Prevention Program (IIPP).			
Locate all purchase records to document values.			
Do NOT discuss or give statements to anyone other than your insurance agent or insurance carrier.			
Do NOT offer to pay for work, repairs, or replacement of items for tenants (e.g., tenants' business personal property or tenant improvements, for which you would not be responsible in a rental agreement). Refer tenants to their own insurance companies for coverage of those items.			