



If you have been notified of a third party liability claim:

Report the incident to The Winchester Group or your insurance carrier immediately.

Do not admit liability until you have had an opportunity to discuss the claim with your insurance company.

Attached is a sample of information needed to report a general liability loss to your insurance carrier.

SAMPLE INFORMATION NEEDED TO REPORT A GENERAL LIABILITY CLAIM

ACCOUNT INFORMATION

Insured Name

Policy Number

Contact Information – Name, Phone Number, Best time to Contact

LOSS INFORMATION

Date and Time of Loss

Address Where Loss Occurred

Full Description of Loss

INJURED INFORMATION (for all injured parties)

Name, address and phone number (home, business and mobile)

Date of birth and gender

Description of injury

Medical facility if treatment received

PROPERTY DAMAGE

Name, address and phone number (home, business and mobile)

Description of damaged property

If damage to building, is building exposed to the outdoors or unprotected? Y N

If damage to building, can the building be occupied? Y N

Do you have a written estimate or repair bill for the damages? Y N

AUTHORITIES INVOLVED

Include Name, Report or Case Number, County and Any Violations or Citations

ADDITIONAL COMMENTS