

# EMERGENCY HURRICANE PREPARATION

## Hurricane Property Claim Report Form

This form is to be completed in the event of a loss or damage to company property resulting from a hurricane. As part of an insured's duties in managing a property claim, it is imperative the following steps are taken once a loss has occurred:

- Take reasonable steps to protect the property from further damage
- Maintain a record of all expenses incurred
- Take video and photos of the damaged property to document the loss

### Client Information

Company Insured Name: \_\_\_\_\_

Person Completing Report & Title: \_\_\_\_\_

Contact Information (Phone & Email): \_\_\_\_\_

### Loss Details

Date of Loss: \_\_\_\_\_

### Property Locations Sustaining Damage (list property location names and addresses)

### Overview of known damages to locations

### Steps taken to date to mitigate loss (identify whether an Emergency Services contractor retained)

SEND COMPLETED REPORT TO FRANKLIN STREET CLAIMS AT: [Claims@FranklinStreet.com](mailto:Claims@FranklinStreet.com)

