

Description of accident

Toll Free First Reporting #'s

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Adirondack  
877-365-8693

Chubb  
800-252-4670

Encompass  
800-588-7400

Foremost  
800-274-7865

Harleysville  
800-892-8877

Hartford  
800-243-5860

Main Street America  
877-425-2467

Mapfre  
877-224-5677

MetLife  
800-854-6011

New York Central Mutual  
888-234-6926

Peerless  
800-522-7152

Travelers  
800-252-4633

*Scott Danahy Naylor  
Insurance Brokerage*

**What to do in the Event  
of a Property or  
Liability Loss**



SCOTT DANAHY NAYLON

[www.sdnins.com](http://www.sdnins.com)

Follow us on



For fast and easy claim processing call  
your claim directly in to your carrier



# In The Event of a Liability Loss:

1. Name: \_\_\_\_\_  
\_\_\_\_\_

2. Address: \_\_\_\_\_  
\_\_\_\_\_

3. Phone #: \_\_\_\_\_  
\_\_\_\_\_

4. Extent of Injury: \_\_\_\_\_  
\_\_\_\_\_

5. What Was Injured Doing: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Describe Medical Treatment :  
\_\_\_\_\_  
\_\_\_\_\_

7. Police Officer Name: \_\_\_\_\_  
\_\_\_\_\_

8. Police Department: \_\_\_\_\_  
\_\_\_\_\_

9. Fire Department: \_\_\_\_\_  
\_\_\_\_\_

10. Witness #2: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11. Witness #2: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# In The Event of a Property Loss:

1. Date of Loss: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Time of Loss: \_\_\_\_\_  
\_\_\_\_\_

3. Loss Location: \_\_\_\_\_  
\_\_\_\_\_

4. Fire Department: \_\_\_\_\_  
\_\_\_\_\_

5. Police Department: \_\_\_\_\_  
\_\_\_\_\_

6. Damaged area(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Helpful Tips

1. Do not admit fault.
2. Call utility co, fire co, or local police, if necessary.
3. Prevent further damage.
4. Collect names of any witnesses.
6. Report incident directly to your insurance company. See numbers on the back.