



# General Liability Claim Reporting Worksheet and Guide



DO NOT DELAY IN REPORTING IF YOU DO NOT HAVE ANSWERS TO ALL THE QUESTIONS.  
PLEASE EMAIL YOUR COMPLETED FORM TO [first.report@travelers.com](mailto:first.report@travelers.com) OR CALL 1.800.238.6225.

<b>ACCOUNT INFORMATION</b>		
PREPARER'S PHONE NUMBER & EMAIL ADDRESS	PREPARER'S TITLE AND NAME	ACCIDENT STATE
SUBSIDIARY (COMPANY) NAME AND ADDRESS		
SUBSIDIARY (COMPANY) MAILING ADDRESS (IF DIFFERENT FROM ABOVE)		
DID THE LOSS OCCUR AT THE LOCATION ADDRESS? (IF "NO", ADDRESS WHERE LOSS OCCURRED) <input type="checkbox"/> YES <input type="checkbox"/> NO		
DATE AND TIME OF LOSS		
BRIEF DESCRIPTION OF LOSS		
PARENT COMPANY/INSURED'S NAME	LOCATION CODE	POLICY SYMBOL AND NUMBER
<b>INJURIES</b>		
WERE THERE ANY INJURIES? IF YES, PLEASE PROVIDE THE FOLLOWING INFORMATION FOR EACH INJURED PERSON:		
NAME		
BUSINESS AND HOME PHONE NUMBERS AND EMAIL ADDRESS		
ADDRESS		
DATE OF BIRTH	GENDER	
DESCRIPTION OF INJURY		
MEDICAL FACILITY (IF TREATMENT RECEIVED)		
ATTORNEY INFORMATION (IF REPRESENTED)		

**PROPERTY DAMAGE - BUILDING**

IS THERE BUILDING DAMAGE TO THE PROPERTY OF OTHERS?  
IF YES, PLEASE COMPLETE THE FOLLOWING INFORMATION:

NAME	BUSINESS AND HOME PHONE NUMBERS AND EMAIL ADDRESS
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ADDRESS

DESCRIPTION OF DAMAGED PROPERTY

IS THE INTERIOR OF BUILDING NOW EXPOSED TO OUTDOORS AND UNPROTECTED?	CAN THE BUILDING BE OCCUPIED?
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IS THERE A WRITTEN ESTIMATE OR REPLACEMENT BILL FOR THE DAMAGE? IF YES, AMOUNT

ATTORNEY INFORMATION (IF REPRESENTED)

**PROPERTY DAMAGE - CONTENTS/AUTO**

IS THERE CONTENTS DAMAGE TO THE PROPERTY OF OTHERS?  
IF YES, PLEASE COMPLETE THE FOLLOWING INFORMATION:

NAME	BUSINESS AND HOME PHONE NUMBERS AND EMAIL ADDRESS
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ADDRESS

DESCRIPTION OF DAMAGED PROPERTY

LOCATION OF DAMAGED PROPERTY INCLUDING ADDRESS

IS A WRITTEN ESTIMATE OR REPAIR REPLACEMENT BILL FOR THE DAMAGE AVAILABLE? IF YES, AMOUNT

ATTORNEY INFORMATION (IF REPRESENTED)

WITNESSES (NAMES, ADDRESSES, PHONE NUMBERS, AND EMAIL ADDRESSES)

**INSURED CONTACT INFORMATION**

CONTACT NAME, PHONE NUMBER, EMAIL ADDRESS, AND BEST TIME TO CONTACT AND WHERE TO CONTACT

ADDITIONAL NOTES/COMMENTS OR CUSTOMER SPECIFIC INFORMATION



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