

# Agent's Memo of Loss

Business: \_\_\_\_\_

Insured: \_\_\_\_\_

Property address: \_\_\_\_\_

Mailing address (if different): \_\_\_\_\_

Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_ Email \_\_\_\_\_

Type of loss (wind, hail, explosion, etc.): \_\_\_\_\_

Date and time of loss: \_\_\_\_\_ Loss estimate: \_\_\_\_\_

Brief description of damaged and property involved

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Other insurance: (list agency, policy no., companies, amount)

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If emergency handling is requested, explain hardship:

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## CHECK!

Did you review the following instructions and information with the insured?

- To prevent further damage, have temporary repairs made and keep records of costs.
- Most adjusters are qualified and authorized to prepare their own estimates of routine storm damage. However, if the damage is severe, or if the insured prefers, he may obtain a detailed estimate from a contractor of his choice and hold it for the adjuster.
- Advise insured to report all losses, even if they appear below the deductible.
- Advise insured that additional adjusters are on the way and adequate facilities will be available. Severe losses causing hardship will receive first attention.
- In case any questions regarding the claim arise, the insured should not hesitate to contact the agent.

Reported by: \_\_\_\_\_ Report taken by: \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_