

Personal Property Claim Form



Completing the claim form

It is always important to notify your Insurer of a claim as soon as possible after an accident has occurred. Please therefore complete this form and send it to us without delay. We will then forward all relevant information and documentation to your Insurer.

Contact our Claims department or your Account Executive on the following numbers if you require any assistance with completing this form.

PLEASE COMPLETE ALL RELEVANT SECTIONS USING BLOCK CAPITALS. Tick the boxes and sign and date the form

Contact Numbers

Claims Department

Andrea Compton	0116 2999016
Sue Hitchcock	0116 2999020

Partners/Account Executives

Peter Turner	0116 2999005
Perry Turner	0116 2999002
Lee Turner	0116 2999013
Kevin Lewis	0116 2999003
Peter Shaw	0116 2999009

Paul Chesters	0116 2999023
Jeff Cook	0116 2999004
Ketan Popat	0116 2999064
James Fogg	0116 2999015

Late Notification

Please note that if your Insurance Company does not receive notification of your claim within a reasonable period of time, they may decide not to deal with your claim, or any claims made against you.

Should I make a claim?

All incidents should be advised to the Company whether or not it is your intention to make a claim against your policy.

Supporting Evidence

The claim will need to be supported by estimates for repair or replacement. If you believe the claim is going to large or complicated, please fax the form to us immediately on 0116 2999001 as your Insurers may wish to appoint Loss Adjusters.

Complaints Procedure

We will endeavour to deal with all aspects of your insurance requirements in a professional manner. Should you not be satisfied with any aspect of our service, you should refer the matter initially to your account executive. If you remain unsatisfied, you may request that a review of your case be conducted by the partners of Turner & Co. Your complaint will be acknowledged in writing within five days and the investigation completed within fourteen days of your request and a written reply submitted to you. If you are a retail customer as defined by the Financial Services Authority and are still not satisfied you can take your complaint to the Financial Ombudsman Service. Details are available on request.

Turner and Company

34-36 Princess Road West, Leicester. LE1 6TQ Tel: 0116 2999000 Fax: 0116 2999001 www.turnerand.co.uk
Authorised and regulated by The Financial Services Authority



Personal Property Claim Form

For office use only Turner and Co Claim Reference _____
Insurance Company _____

POLICYHOLDER

Name/Insured _____
Policy number _____
Address _____
Daytime telephone number _____ Occupation _____
E-mail address _____

THE EVENT

Date _____ Time _____ am/pm
Location _____
When was loss discovered? _____ By whom? _____
Were premises occupied at the time? Yes No If not, last occupied when? _____
Were the Police contacted? Yes No If Yes, Police Crime Number _____
Address of Station _____ Date contacted _____
What precautions against loss/damage were taken? _____
State fully circumstances of loss _____

GENERAL DETAILS

Are you the owner of the property? Yes No If not, who is? _____
Details of any other interested party _____
Is the property used for business purposes? Yes No If Yes, give details _____
Are there any other insurance on this property? Yes No If Yes, give details _____
State the current full value of your Buildings £ _____ Contents £ _____
State type of dwelling (eg. detached house) _____
State construction (eg. brick with tile roof) _____
Number of bedrooms _____ Year built _____
Is your home occupied for residential purposes only by you & your family? Yes No
Have you previously made any claims for property damage? (If Yes, give details) Yes No

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