

Property Damage Claim Guide

Please be prepared to answer the following questions when calling to report a claim

Loss

Date(s) _____
Location _____
City _____ State _____ Zip Code _____

Description of Loss

Extent of Loss

Effect on Business *(Is the damaged property in any way necessary for the insured to continue operating?)*

Instructions

1. Contact Seubert's Claims Team as soon as possible → 412-734-4900
2. Protect the property from further damage
 - Cover the property if it is exposed to the elements
 - Make repairs if reasonable and necessary to protect the property from further damage
 - Maintain a record of all expenses incurred protecting the property
 - Separate damaged from undamaged personal property, if possible
3. Take photos of damage preferable before you take protective action
4. Prepare inventory of personal property damaged including:
 - Quantity and description
 - Bills, receipts, and related documents
5. Retain damaged property until a claims adjuster approves disposal (unless a danger to safety)
6. Notify police in the case of theft
7. Expect to be contacted by the claims adjuster within 48 hours