# PROPERTY LOSS SHORT FORM REPORT

Date:

**PRELIMINARY REPORT** ☐ **INTERIM REPORT** ☐ **FINAL REPORT** ☐

TO:..... Insured: .....
..... Address: .....
..... Policy:..... Term .....
..... Agent..... .....
..... Address: ..... .....
..... Date of Loss: ..... .....
..... Claim #:..... Our File # .....

COVERAGE: SUGGESTED RESERVE:

$..... Item ..... $.....
$..... Item ..... $.....
$..... Item ..... $.....
$..... Item ..... $.....

LOCATION OF RISK..... ..... MORTGAGE.....
SIZE & CONSTRUCTION OF BUILDING ..... .....

PREVIOUS CLAIMS..... ..... .....

DEDUCTIBLES .....

FORM NUMBERS..... CO. INS. ( ) NO ( ) YES

CAUSE OF LOSS:

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DETAILS OF LOSS & REMARKS:

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**GOODS AND SERVISES TAX / HARMONIZED SALES TAX / QUÉBEC SALES TAX:** The amount claimed should be net of recoverable GST/HST/QST.
Is the Insured registered for GST/HST/QST? YES.....NO.....
If the answer is YES, please state: a) Registration Number.....
b) Percent Recoverable .....

REQUEST FOR PAYMENT: Please issue drafts as follows ( ) We have issued drafts as follows ( )

$.....To: ..... .....
$.....To: ..... .....
$.....To: ..... .....
$.....To: ..... .....

DENIED CLAIM ( ) LESS THAN DED. ( ) DENIED CLAIM FOR OTHER REASONS LISTED ABOVE: ( ) ..... .....

SUBROGATION: ( ) NO ( ) YES ( ) SEE REMARKS SALVAGE: ( ) NO ( ) YES ( ) SEE REMARKS.....

ENCLOSURERES:

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|---|---|---|---|---|---|
| INSURED'S REPORT | ☐ | REPAIR INVOICE/ESTIMATE | ☐ | OUR FINAL INVOICE | ☐ |
| POLICE REPORT | ☐ | ADJUSTERS ESTIMATE | ☐ | INTRIM INVOICE | ☐ |
| FIRE DEPT. REPORT | ☐ | SCHEDULE OF LOSS | ☐ | OTHER INVOICE | ☐ |
| SKETCH/DIAGRAM | ☐ | PROOF OF LOSS | ☐ | | |
| PHOTOGRAPHS | ☐ | SUBROGATION/LOAN RECEIPT | ☐ | | |

IBC CLAIM FORM NO. 11.

BUREAU & PROV. FORMS ATTENDED TO:

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(Adjuster's Signature)