

# IN THE EVENT OF A CLAIM...



## **IN THE EVENT OF INJURIES OR DAMAGE TO PROPERTY OF OTHERS WHICH YOU ALLEGEDLY CAUSED, FOLLOW THESE STEPS:**

1. Call your insurance company to report the loss.
2. Fill out a General Liability Claim Form.
3. Forward any correspondence, including a lawsuit from an attorney representing the other party.
4. If a product is involved and you have the product, save it for inspection.
5. If bodily injury is involved, take pictures of the location where the injury occurred (sidewalk, parking lot, etc.).
6. Do not discuss the claim with the other party or their attorney. Refer them to your insurance company's claims adjuster.

## **After you report the claim to your insurance company, the claims adjuster will do the following:**

1. Contact you to discuss the incident that allegedly caused the injury or damage to the property.
2. Deal directly with the other party and/or attorney to resolve the claim.