

GENERAL LIABILITY NOTICE OF OCCURRENCE / CLAIM

DATE (MM/DD/YYYY)

AGENCY PHONE (A/C, No, Ext):	NOTICE OF OCCURRENCE NOTICE OF CLAIM	DATE OF OCCURRENCE AND TIME		AM	DATE OF CLAIM	PREVIOUSLY REPORTED	
				PM		YES	NO
		EFFECTIVE DATE	EXPIRATION DATE	POLICY TYPE		RETROACTIVE DATE	
FAX (A/C, No):				<input type="checkbox"/> OCCURRENCE	<input type="checkbox"/> CLAIMS MADE		
E-MAIL ADDRESS:	COMPANY	NAIC CODE:		MISCELLANEOUS INFO (Site & location code)			
CODE:	SUB CODE:	POLICY NUMBER		REFERENCE NUMBER			
AGENCY CUSTOMER ID:							

INSURED		CONTACT		CONTACT INSURED	
NAME AND ADDRESS		SOC SEC # OR FEIN:		NAME AND ADDRESS	
RESIDENCE PHONE (A/C, No)		BUSINESS PHONE (A/C, No, Ext)		RESIDENCE PHONE (A/C, No)	
CELL PHONE (A/C, No)		E-MAIL ADDRESS		CELL PHONE (A/C, No)	
				BUSINESS PHONE (A/C, No, Ext)	
				E-MAIL ADDRESS	
				WHERE TO CONTACT	
				WHEN TO CONTACT	

OCCURRENCE			AUTHORITY CONTACTED		
LOCATION OF OCCURRENCE (Include city & state)					
DESCRIPTION OF OCCURRENCE (Use separate sheet, if necessary)					

POLICY INFORMATION						
COVERAGE PART OR FORMS (Insert form #s and edition dates)						
GENERAL AGGREGATE	PROD/COMP OP AGG	PERS & ADV INJ	EACH OCCURRENCE	FIRE DAMAGE	MEDICAL EXPENSE	DEDUCTIBLE
						PD
						BI
UMBRELLA/ EXCESS	UMBRELLA	EXCESS	CARRIER:	LIMITS:	AGGR	PER CLAIM/OCC
						SIR/ DED

TYPE OF LIABILITY			
PREMISES: INSURED IS	OWNER	TENANT	OTHER:
OWNER'S NAME & ADDRESS (If not insured)			TYPE OF PREMISES
PRODUCTS: INSURED IS			OWNERS PHONE (A/C, No, Ext):
MANUFACTURER'S NAME & ADDRESS (If not insured)			TYPE OF PRODUCT
WHERE CAN PRODUCT BE SEEN?			MANUFACT PHONE (A/C, No, Ext):
OTHER LIABILITY INCLUDING COMPLETED OPERATIONS (Explain)			

INJURED/PROPERTY DAMAGED			
NAME & ADDRESS (Injured/Owner)			PHONE (A/C, No, Ext)
AGE	SEX	OCCUPATION	EMPLOYER'S NAME & ADDRESS
DESCRIBE INJURY			WHERE TAKEN
DESCRIBE PROPERTY (Type, model, etc)			WHAT WAS INJURED DOING?
ESTIMATE AMOUNT		WHERE CAN PROPERTY BE SEEN?	WHEN CAN PROPERTY BE SEEN?

WITNESSES		
NAME & ADDRESS	BUSINESS PHONE (A/C, No, Ext)	RESIDENCE PHONE (A/C, No)
REMARKS		
REPORTED BY	REPORTED TO	SIGNATURE OF INSURED
		SIGNATURE OF PRODUCER