



## Theft Claim Kit

We need your help to process your claim. Please complete the items listed below and return them to the adjuster or this office. We are unable to process your claim until you send us this completed information.

The information contained in this kit is essential to the processing of your Theft claim. This request is neither a description of coverage nor a statement of contract.

All insurance policies have coverage that is subject to the exclusions and conditions detailed in the policy. For specific information you should refer to your policy forms.

**Please:**

1. Complete and sign the "Theft Claim Report."
2. Report the theft to the police and **provide** us with the **Incident Case Number**.
3. Complete the Inventory Sheet - Columns 1-8.
4. Provide evidence of ownership for stolen items. The following are examples:
  - a. Receipts
  - b. Credit card statements
  - c. Cancelled checks
  - d. Appraisal completed prior to the loss
  - e. Photographs
  - f. Owners manuals
5. Review and sign the enclosed "Authorization for Records and Information Release" form.

**Since we require the originals, you may want to make photocopies for your records.**

**Important!** Receipt of this completed information will allow us to continue the processing of your claim. Please contact your adjuster or this office if you have any questions.

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