

PROPERTY CLAIM INSTRUCTIONS

PREPARED BY PEOPLES FIRST INSURANCE

1. Protect property from further damage.
 - Cover the property if it is exposed to the elements.
 - Make temporary repairs, if reasonable and necessary, to protect the property from further damage.
 - Maintain a record of all expenses incurred.
 - Separate damaged from undamaged personal property.
2. Take photos of the damage (if possible).
3. Prepare an inventory of damaged personal property.
 - List quantity, description, and value.
 - Attach bills, receipts, estimates, and related documents.
4. Retain damaged property until a claims adjuster approves its disposal (unless a danger to safety exists).
 - The adjuster may need to inspect the property.
 - The insurance company may be able to salvage the damaged property.
5. Notify the police in the case of theft.
6. Be prepared to provide additional information as requested by the claims adjuster.

