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| FILING YOUR CLAIM |
| Contact your Broker about your loss.  If the loss or damage is not an emergency you may contact your Broker on the next business day.  If the loss or damage is an emergency, you may contact our **After hours Claim Emergency Number 1-800-607-2424**. Report any burglary or theft to the police.  In many areas all personal injury automobile accidents and all accidents resulting in property damage in excess of a certain dollar amount must be reported to the police. In the event of an accident, phone your Broker immediately, regardless of who may have caused the accident. Ask questions such as:  What coverage do I have?  How long does the claim process usually take?  When will I hear from my Adjuster? As soon as it is safe to do so, make temporary repairs and take other steps to protect your property from further damage.  Save receipts for what you spend and submit them to us for consideration.  Remember that payments for temporary repairs are part of the total settlement. Let us know where you can be reached. |