



General Liability Claim Reporting Worksheet and Guide

DO NOT DELAY IN REPORTING IF YOU DO NOT HAVE ANSWERS TO ALL THE QUESTIONS.

PLEASE EMAIL YOUR COMPLETED FORM TO LossRptCSS@constitutionstateservices.com OR CALL 800.243.2490.

ACCOUNT INFORMATION

PREPARER'S PHONE NUMBER & EMAIL ADDRESS	PREPARER'S TITLE AND NAME	ACCIDENT STATE
SUBSIDIARY (COMPANY) NAME AND ADDRESS		
SUBSIDIARY (COMPANY) MAILING ADDRESS (IF DIFFERENT FROM ABOVE)		
DID THE LOSS OCCUR AT THE LOCATION ADDRESS? (IF "NO", ADDRESS WHERE LOSS OCCURRED) <input type="checkbox"/> YES <input type="checkbox"/> NO		
DATE AND TIME OF LOSS		
BRIEF DESCRIPTION OF LOSS		
PARENT COMPANY/INSURED'S NAME	LOCATION CODE	POLICY SYMBOL AND NUMBER

INJURIES

WERE THERE ANY INJURIES? IF YES, PLEASE PROVIDE THE FOLLOWING INFORMATION FOR EACH INJURED PERSON:	
NAME	
BUSINESS AND HOME PHONE NUMBERS AND EMAIL ADDRESS	
ADDRESS	
DATE OF BIRTH	GENDER
DESCRIPTION OF INJURY	
MEDICAL FACILITY (IF TREATMENT RECEIVED)	
ATTORNEY INFORMATION (IF REPRESENTED)	

PROPERTY DAMAGE – BUILDING

IS THERE BUILDING DAMAGE TO THE PROPERTY OF OTHERS?
IF YES, PLEASE COMPLETE THE FOLLOWING INFORMATION

NAME	BUSINESS AND HOME PHONE NUMBERS AND EMAIL ADDRESS
ADDRESS	
DESCRIPTION OF DAMAGED PROPERTY	
IS THE INTERIOR OF BUILDING NOW EXPOSED TO OUTDOORS AND UNPROTECTED?	CAN THE BUILDING BE OCCUPIED?
IS THERE A WRITTEN ESTIMATE OR REPLACEMENT BILL FOR THE DAMAGE? IF YES, AMOUNT	
ATTORNEY INFORMATION (IF REPRESENTED)	

PROPERTY DAMAGE – CONTENTS/AUTO

IS THERE CONTENTS DAMAGE TO THE PROPERTY OF OTHERS?
IF YES, PLEASE COMPLETE THE FOLLOWING INFORMATION:

NAME	BUSINESS AND HOME PHONE NUMBERS AND EMAIL ADDRESS
ADDRESS	
DESCRIPTION OF DAMAGED PROPERTY	
LOCATION OF DAMAGED PROPERTY INCLUDING ADDRESS	
IS A WRITTEN ESTIMATE OR REPAIR REPLACEMENT BILL FOR THE DAMAGE AVAILABLE? IF YES, AMOUNT	
ATTORNEY INFORMATION (IF REPRESENTED)	
WITNESSES (NAMES, ADDRESSES, PHONE NUMBERS, AND EMAIL ADDRESSES)	

INSURED CONTACT INFORMATION

CONTACT NAME, PHONE NUMBER, EMAIL ADDRESS, AND BEST TIME TO CONTACT AND WHERE TO CONTACT
ADDITIONAL NOTES/COMMENTS OR CUSTOMER SPECIFIC INFORMATION



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