

# Household

## CLAIM FORM

If you need any assistance in completion of this form, please contact Home & Legacy Claims on **0344 893 8360** or if you are calling from overseas call **+44 (0) 020 3118 7777**.

Please complete and return this form to: Claims Department, Home & Legacy Insurance Services Limited, Witan Gate House, 500-600 Witan Gate West, Milton Keynes MK9 1GB. Alternatively email to [claimsteam@homeandlegacy.co.uk](mailto:claimsteam@homeandlegacy.co.uk).

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### Section 1 – General

Claim number	<input type="text"/>	Policy number	<input type="text"/>
Insured name(s)	<input type="text"/>		
Address	<input type="text"/>		
	Town/County	Postcode	
Work telephone number	<input type="text"/>	Mobile telephone number	<input type="text"/>
Home telephone number	<input type="text"/>		
Email (for correspondence related to this insurance)	<input type="text"/>		
Date of birth of insured(s)	<input type="text"/>		
Occupation of the insured(s)	<input type="text"/>		
Are you registered for VAT?			Yes <input type="checkbox"/> No <input type="checkbox"/>

If your claim is accepted our preferred method of settlement is by electronic transfer using BACS.

Please provide your bank details

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### Section 2 – Circumstances of loss/damage

Please complete for all claims

Date of occurrence	<input type="text"/>	Time of occurrence	<input type="text"/>
Where did the loss/damage occur?	<input type="text"/>		

a) Was your home occupied? Yes  No

If NO, how long had it been unoccupied prior to the Loss?

b) Have you suffered any other losses during the past 5 years? Yes  No

If Yes, please give details

c) Do you hold any other insurance which may cover this incident (e.g. travel insurance)? Yes  No

If Yes, please provide details as follows:

Insurer  Policy number

Telephone number

Please state exactly how the incident occurred

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### Section 3 – Accidental loss/theft/malicious damage claims only

Please completed for theft claims only

a) How was entry gained?

Reported to Police on  Police reference number

Police station address

Town/County

Postcode

(Note: Claims for Accidental Loss, Theft or Malicious Damage MUST be reported to the Police)

If a theft occurred from the Insured address:

i) is the property let, lent or sublet? Yes  No

ii) is the property protected by a burglar alarm? Yes  No

If the answer to b) is Yes, did the alarm operate? Yes  No

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## Section 4 – Details of claim

Please submit the following documents with this form:

**Building claims:** Detailed original estimates from tradesmen for the work necessary to repair the damage.

**Claims for loss or damage to other property:** If the articles can be repaired, detailed original estimates from tradesmen for work necessary to repair the damage. If the article is lost, or damaged beyond repair, the original receipt for its purchase together with an estimate for the cost of its replacement. If possible please submit photograph of damaged article/property.

Description of articles including make and model number	From whom obtained	Date acquired	Original purchase price	Cost to replace or repair	Value of salvage (if applicable)	Amount claimed
<b>Total Claimed</b>						

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## Section 5 – Additional information

Please provide any other information which could help the insurers in the handling of the claim or recovery/pursuit of any party.

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## Important information

### Privacy Notice (How we use information)

To find out how data will be used, you can find a copy of our 'Privacy Notice' at [homeandlegacy.co.uk](http://homeandlegacy.co.uk).

### Declaration

I declare that I was not aware at the start of the insurance or renewal of this insurance that this claim, the details of which are set out above, was likely to arise.

I declare that the above is a full and accurate statement, and I therefore wish to make a claim under the policy for loss or damage in respect of the circumstances described.

Damaged property will be protected from further deterioration and will not be disposed of until permission is given by Home & Legacy or the insurer or any loss adjusters appointed.

I agree to notify Home & Legacy immediately if any of the property mentioned in this claim is subsequently recovered, and at the option of the insurer to return the property or to refund the amount of money received by way of compensation under the policy.

If there is anything that you do not understand please contact Home & Legacy.

Signature

Name

Date

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Print

Save

Submit

[homeandlegacy.co.uk](http://homeandlegacy.co.uk)

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