



PROPERTY CLAIM REPORTING GUIDE

Property claims should be reported with the following pieces of information:

- When did the loss occur?
- Where did the loss occur?
- What happened in the loss?
- Who should be the primary and secondary (corporate) loss contact?

For Property remember to:

- ✓ Protect the property from further damage and keep your receipts for reimbursement purposes
- ✓ Ask if any injuries occurred
- ✓ Ask if the facility is uninhabitable

Email the completed Property Claim Report Notice to:

Claimreporting@hamiltoninsurance.com

Confirmation of your first report will be sent to you by:

Teresa A. Lester
Commercial Claims Specialist
O) 703-359-8100 ext. 206
Email: TLester@Hamiltoninsurance.com

Mailing address and Fax number:

Hamilton Insurance Agency
Commercial Claims Department
4100 Monument Corner Dr., Suite 500
Fairfax, VA 22030
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