



AUTO CLAIM REPORTING GUIDE

Auto 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?

Remember to:

- ✓ Obtain the police report
- ✓ Obtain the other driver's identity and vehicle information
- ✓ Ask if injuries occurred in either vehicle

Email the completed Auto 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 Comer Dr., Suite 500
Fairfax, VA 22030
Fax# 703-359-8108