

## When a Loss Occurs

	Yes	Needs Attention
<b>1. Have you reported a claim?</b> When a loss occurs, submitting a claim is the first step. You can contact your agent directly, report your claim online, or call the Brotherhood Mutual Claims team.	<input type="checkbox"/>	<input type="checkbox"/>
<b>2. If someone is injured, has medical care been provided?</b> This should be done immediately. Without acknowledging responsibility, provide Brotherhood Mutual's name, address, and phone number if requested by an injured person.	<input type="checkbox"/>	<input type="checkbox"/>
<b>3. If necessary, have you contacted the police?</b> Contact the authorities for cases of theft, burglary, vandalism, auto accidents, or suspected arson.	<input type="checkbox"/>	<input type="checkbox"/>
<b>4. Have you made any necessary repairs to damaged property to prevent further damage or risk of injury?</b> These kinds of preventative repairs are covered by your policy.	<input type="checkbox"/>	<input type="checkbox"/>
<b>5. Have you written down and recorded a detailed description of what happened, including information about the extent of the damage or injury?</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>6. Did you put together a complete list of damages?</b> Be sure to include that to personal property.	<input type="checkbox"/>	<input type="checkbox"/>
<b>7. Have you contacted an insurance adjuster to verify the value of damaged items?</b> Contrary to popular perception, claims adjusters don't look for ways to minimize damages. Their job is to establish the true extent of damages resulting from the claim.	<input type="checkbox"/>	<input type="checkbox"/>

Notes: \_\_\_\_\_

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Completed by: \_\_\_\_\_ Date: \_\_\_\_\_