**RSA New Claim Notification Form**

|  |  |
| --- | --- |
| Date of Notification |  |

**Details about the Policy holder**

|  |  |
| --- | --- |
| Policy Number  |  |
| Policy Holder Full Name  |  |
| Full address including post code  |  |
| Preferred Contact Number |  |
| Preferred Email address  |  |

**Underwriting Questions**

|  |  |
| --- | --- |
| Is your home used for any trade, professional or business purposes other than clerical work undertaken by you or your family?  | Y/N |
| Does anyone else live at your property apart from you and your family?  | Y/N |
| Is your home ever left unoccupied for a total of 30 days in one year?  | Y/N |
| Have you or any member of your family who live with you ever received any criminal conviction except for driving? | Y/N |
| Have you made any household claims in the last 3 years? | Y/N |
| Have you ever had household insurance cancelled, declined, or declared void?  | Y/N |
| Has your home or the land outside flooded in the last 5 years | Y/N |
| Has your home ever had any sign of or sustained any damage caused by subsidence, landslip, or heave?  | Y/N |

**Details about the incident**

|  |  |
| --- | --- |
| Date and Time of Incident |  |
| What caused the damage? (Storm, Fire, Flood, Escape of Water, Theft, AD etc…)  |  |
| Crime Reference Number |  |
| Details about the incident |  |

**Damages to your building**

|  |  |
| --- | --- |
| How many rooms are affected? |  |
| Which rooms have been affected? |  |
| Damage to ceiling and walls?  | Y/N  |
| Damage to floor?  | Y/N  |
| Are your damaged ceilings textured  | Y/N |

**Damages to your contents**

|  |  |
| --- | --- |
| How many contents have been affected  |  |
| Make of Product | Model number  | How long have you owned the product? | How did the product cost?  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Evidence to support your claim**

Please attach evidence listed below to help us progress your claim:

|  |  |
| --- | --- |
| Photographs of the damage  | Y/N |
| Proof or Purchase  | Y/N |