



Claims are usually held up because of missing information

To ensure your claim can be processed as quickly as possible please ensure that the following information is included:

- Please complete the form as fully as possible
- The date the event occurred is vital, if ongoing use the date discovered
- As many details of the event as possible, i.e. if water damage, where from, which room, cause etc.
- Your name and daytime telephone number
- A minimum of **2 quotations**
- The form cannot be processed until it is signed
- If the claim has arisen because you have been a victim of crime, you will be unable to process your claim without a crime number.

Please email claims@ringley.co.uk and we will confirm the policyholder details. We will also supply the name, address and email address of your insurance broker, who will administer your claim.

Thank you
Ringley Estates Team



ace europe

Property Claim Form

ACE Insurance S.A.-N.V.

Kent House
Lower Stone Street
Maidstone, Kent ME15 6LT
01622 403000 tel
01622 403251 fax

Please write in BLOCK LETTERS

DETAILS OF POLICY

Policy Number

DETAILS OF POLICY HOLDER

Company Name

Address

Postcode

Telephone Number Contact Name

Nature of Business

Are you Registered for Value Added Tax? YES NO

INFORMATION ABOUT THE LOSS/DAMAGE

1. When did the loss/damage occur? Day Month Year Time

2. Where did the loss occur?

3. How did the loss/damage occur?

4. When and by whom was loss discovered?

FOR THEFT OR MALICIOUS DAMAGE

1. Were Police advised of the loss? YES NO Crime Reference Number

2. Police Station

3. By what means was access gained to the premises?

4. Is there a burglar alarm installed at the premises? YES NO

IF YES, was it activated by the thieves? YES NO

DETAILS OF THIRD PARTY

Was the loss or damage caused by any third party? YES NO

IF YES, please provide name and address of third party responsible for the loss or damage (if known)

Company Name

Address

Postcode

Telephone Number

