 CLAIMS REPORTING KIT

Administered by

CLEAR
risk solutions

451 Diamond Drive
Ephrata, Washington 98823
(509) 754-2027; Fax (509) 754-3406
Toll Free (800) 407-2027

Report all accidents and losses as soon as possible to your insurance agent and/or Clear Risk Solutions. In reporting accidents or losses, please follow the enclosed guidelines.

Your membership in the insurance co-op requires ALL claims must be reported regardless of size.
CITIES INSURANCE ASSOCIATION OF WASHINGTON
AUTOMOBILE LOSS NOTICE

CLEAR RISK SOLUTIONS
451 Diamond Drive
Ephrata, WA 98823
(800) 407-2027/ Fax (509) 754-3406

DATE: ______________________

DATE & TIME OF LOSS: ______ AM/PM

INSURED:
Insured's Business Phone: ______________________
Person to Contact: ______________________

LOSS:
Location of Accident: ______________________
Description of Accident: ______________________

INSURED VEHICLE:
Veh. # Year, Make, Model V.I. #

Owner's Name, Address & Phone:

Driver's Name & Address:

Business Phone: __________ Residence Phone: __________ DOB: _______
Driver's License No.: __________ Estimate Amount: __________
Describe Damage: ______________________

PROPERTY DAMAGED:
Describe Property: ______________________ OTHER INSURANCE: ______________________
Owner's Name & Address: __________ Business Phone: __________

Other Driver's Name & Address:

Business Phone: __________ Residence Phone: __________
Describe Damage: ______________________
Estimate Amount: __________

INJURED:
Name & Address Phone No. Extent of Injury

WITNESSES OR PASSENGERS:

REMARKS:

Return to: City of Woodland *Include written estimates, statements, etc.
Attn: Clerk-Treasurer rippm@ci.woodland.wa.us 360-225-8281
PO Box 9 (if mailed); 230 Davidson Avenue (if delivered in person)
Woodland, WA 98674
VEHICLE COLLISION DESCRIPTION DIAGRAM

Show name of highways, points of compass (N/S/E/W) and direction of travel of the vehicles involved.

ROAD CHARACTER
- Straight Road
- Curve
- Level
- On Grade
- Crest of hill

ROAD SURFACE
- Dry
- Wet
- Muddy
- Snowy
- Icy

ROAD DEFECTS
- Defective Shoulder
- Holes, Ruts, Bumps
- Loose Material
- Other (Describe)
- No defects

TRAFFIC CONTROL
- Stop Sign
- Stop & Go Signal
- Flagman/Officer
- Other (Describe)
- No Traffic Control

LIGHTING
- Daylight
- Dusk
- Dawn
- Dark – with streetlight
- Dark – no streetlight

WEATHER
- Clear
- Raining
- Snowing
- Fog
- Other (Describe)

NOTES
- Yes
- No
- Photos Taken