



CLAIMS REPORTING KIT

Administered by



**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
GENERAL LIABILITY 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: _____

BODILY INJURY/PROPERTY DAMAGED:

Name & Address: _____

Phone Number: _____
Age__ Sex__
Occupation: _____

Name & Address: _____

Phone Number: _____
Age__ Sex__
Occupation: _____

Describe Injury/Injuries: _____

Where taken? _____
Describe Property: _____

Estimate Amount: _____

WITNESSES:

Name & Address	<u>Bus. Phone</u>	<u>Res. Phone</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

REMARKS: _____

Reported by: _____ **Phone:** _____

Please include written estimates, statements, etc and return to City of Woodland via mail or in person.

If Mailing: PO Box 9

Deliver in Person: 230 Davidson Avenue

Woodland, WA 98674

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