



## 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  
PROPERTY 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 Loss: \_\_\_\_\_

\_\_\_\_\_

Police or Fire Department Reported: \_\_\_\_\_

Kind of Loss (Fire, Wind, Explosion, etc.): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Probable Amount \_\_\_\_\_

Description of Loss and Damage: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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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