

Hotel Property Insurance Claim Notice

Hotel Information

Hotel Name

Property Address

Contact Person

Contact Phone

Email Address

Insurance Policy Details

Insurance Company

Policy Number

Incident Details

Date of Incident

Time of Incident

Location on Property

Description of Incident

Damage/Loss Description

Describe the Damage or Loss

Estimated Amount of Loss/Damage

Authorities Notified

Authorities Contacted (if any)

Report/Reference Number

Additional Information

Date of Notification

Reported by (Name & Position)

Signature