

**NAPIER MANAGEMENT SERVICES LIMITED**

**BUILDING INSURANCE CLAIM DETAILS**

NAME: .....

ADDRESS: .....

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TEL: .....

INCIDENT DATE: .....

DETAILS OF HOW AND WHAT DAMAGE WAS CAUSED.

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**THEFT/MALICIOUS DAMAGE CLAIMS ONLY**

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POLICE STATION NOTIFIED: .....

DATE REPORTED: ..... CRIME REFERENCE NO: .....

DO YOU KNOW OR SUSPECT WHO IS RESPONSIBLE (IF YES GIVE DETAILS)

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*Please return this form to Napier by e-mail ([napier@napiermanagement.co.uk](mailto:napier@napiermanagement.co.uk)) or post immediately so that we may process your claim as quickly as possible. The form can also be downloaded from our website [www.napiermanagement.co.uk](http://www.napiermanagement.co.uk).*

**Please note:** (1) *Napier deal with claims under the building policy only. Contents insurance cover is individual lessees responsibility to arrange.*

(2) *Most insurance policies do not cover where a property has been unoccupied for in excess of 30 days unless an inspection has been carried out.*

(3) *No works are to proceed without prior authorisation from the insurance provider via Napier.*