

Building

Damage



Building Damage

When building damage has occurred, follow these steps:

1. Call the police to file a written report.
2. Complete the **Building Damage Information** sheet, and be sure to get all information from customer.
3. Photocopy customer's insurance card (back and front) and driver license.
4. Report building damage to supervisor.
5. Take pictures of damage to the facility and any vehicles involved.
6. Scan and email ALL documents to marsha.parker@smithdq.com immediately.
7. Mail all originals to home office within 24 hours of the incident.

Building Damage Information

Date _____ Store _____

Name of Driver _____

Phone Number _____

Insurancee's Driver License

State _____

Number _____

DOB _____

Expiration Date _____

Address _____

Name of Insurance Company _____

Address _____

Phone Number _____

Policy Number _____

Expiration Date _____

Vehicle License Number _____

Name of Insurance Agent _____

Address of Insurance Agent _____

Explanation of Damage Done _____

Statement of Witnesses: _____

Signature of Witness _____

Date Supervisor and Office Contacted _____

Signature of Driver

Signature of Store Leader

Printed Name

Building Damage Information for Insurance Company

Fax completed form to Smith Dairy Queens LTD at 979-846-8618.

To be completed by Store Manager or District Supervisor

Name _____	Store Location _____
Job Title / Position _____	Telephone Number: _____

1. Describe in detail the actual damage. Equipment damaged, building damaged, product lost, etc.?

2. Describe in detail the cause of damage. Winds, rising flood water, rain, no electricity, etc.?

3. Was your store closed because of the damage? Please circle one: Yes / No

If yes, please provide following dates: Store closed on ___/___/___ Store reopened on ___/___/___

Estimate of loss sales: \$ _____

4. Take photos of the damaged areas. E-mail photos to: marsha.parker@smithdq.com

5. Do you believe Smith DQ to be negligent in any way in causing this incident? Explain your answer either way.

6. Is Smith DQ responsible for maintenance and repair of this area? Please circle one: Yes / No

7. If any employees witnessed the damage as it happened, please have them provide a statement explaining what they witnessed.

8. Do you happen to know the weather on that day? _____

9. Forward any maintenance and repair receipts.

I CERTIFY that the foregoing statements and answers are complete, true and that no information has been omitted.

Signature: _____

Date: _____

Any person who knowingly and/or with intent to injure, defraud, or deceive an insurance company or other person files a statement of claim containing false, incomplete or misleading information, may be guilty of insurance fraud and subject to criminal and substantial civil penalties.