HUB Strategic Claims Management (P) 212-338-2338 or 212-338-2885

Email: NRMCclaims@hubinternational.com or | (F) 917-934-4657 or 917-934-4536

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| --- |
| **Member Name:**       **ID#:** |
| **Property Name:**      **No:**      **Owner:** |
| **Property Address:** |
| **Property Manager/Contact Name:**      **Telephone:** |
| **Date Reported:**      **By Whom:** |
| **Resident:** Yes No **Name:**       **Unit #**:       **Telephone:** |
|  |
| **Date of Incident**:       **Time:**       **Location:** |
| **Description of Incident and property damage:** |
|  |
| **Any Injuries (describe):** |
|  |
| **Was First Aid given at the scene:** Yes No **By Whom:** |
| **Police/Fire/Ambulance at scene?** Yes No - **If yes, identify names of officials**: |
|  |
| **Hospital (if known):** |
| **Weather Conditions**: Wet Ice  Snow Clear & Dry  Raining |
| **Lighting Conditions:** Bright Dim  Working Not Working |
| **Location of incident inspected?**: Yes No - **If yes, date:** |
| **Observations:** |
| **First employee on scene:** |
| **Action Taken**: |
| **Further Action Required**: |

|  |  |
| --- | --- |
| **Witness 1** | **Witness 2** |
| **Name:** | **Name:** |
| **Address:** | **Address:** |
| **Telephone:** | **Telephone:** |

**Completed By:**       **Signature:**

**Position:**       **Date:**