



Date of Loss: ___/___/_____

Time: ___:___ AM/PM

Policy # and Named Insured:	
Location of Incident:	
Names of People Involved:	
Description of Incident:	
Action Taken:	
Authority Contacted:	
Injury Information –	
Type and Extent:	
Name of Injured Person:	Phone: ()
	Address:
	City/State:
Name of Attorney:	Phone: ()
	Address:
	City/State:
Damage to Other’s Property –	
Description of Property Damage:	
Name of Property Owner:	Phone: ()
	Address:
	City/State:
Name of Witnesses:	Phone: ()
	Phone: ()
	Phone: ()
Contact Person:	Reported by:
Phone: ()	

Use this form to report incidents affecting members of the general public or others while on your property which you believe could reasonably result in a claim against you. Do not use for Auto Accidents or Workers Compensation claims.



Send completed reports to: NewClaims@crestins.com

By fax to: (520) 325-3757

By mail to:

Crest Insurance Group
Claims Department
5285 E. Williams Circle, Suite 4500
Tucson, AZ 85711

Contact Information:

Tucson Location: (520) 881-5760
Toll Free: (888) 881-5765
info@crestins.com

SUGGESTIONS FOR REPORTING GENERAL LIABILITY CLAIM

- Were photographs taken? Please include originals (photocopies are seldom adequate)
- Was a police report/incident report created? Please include all copies.
- The more detail you can supply, the better.
 - For example, when reporting a slip and fall incident – Was the claimant wearing glasses? What type of shoes, kinds of soles? Does claimant have any handicaps or disabilities? Was he/she on medication? What kind of surface was claimant walking on? What was the lighting condition? Was surface wet or dry? Any debris present? Any defects? Surface irregularities?
- For stolen items, were they secured? What kind of lock? Who has the keys or access? Supply brand name, original cost, date of purchase?
- For damaged personal property, give brand names, original cost, date of purchase, where can it be seen?
- For broken furniture, was item removed from circulation? Was it stored for examination by investigator? Where stored? (Do not repair or discard broken items involved in a claim until told to do so by Adjuster)