



- Forward completed form via:
1. E-mail to [info@rfginsurancebelize.com](mailto:info@rfginsurancebelize.com)
  2. Fax to 223-6734
  3. Telephone #: 223-5734
  4. Nearest open RF&G Insurance Office

### NOTICE OF LOSS

1. Name of Insured: \_\_\_\_\_
2. Address: \_\_\_\_\_
3. Date of Loss: \_\_\_\_\_
4. Location of Loss: *(if different from address)* \_\_\_\_\_
5. Policy Number: \_\_\_\_\_
6. Contact Numbers: \_\_\_\_\_
7. Agent \_\_\_\_\_
8. Account Executive: \_\_\_\_\_
9. Please be advised that I/we have sustained damages as a result of flood \_\_\_\_\_
10. Description of loss suffered and my preliminary estimate: \_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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#### Your Duties After Loss:

- Give prompt notice to us or our agent.
- Protect your property from further damage. If repairs to the property are required, you must
  1. Make reasonable and necessary repairs to protect the property.
  2. Keep an accurate record of repair expenses.
  3. Take photograph of damages if possible
- Prepare an inventory of damaged personal effects/contents showing the quantity, description, value and amount loss.

When you can safely report your claim, complete the Notice of Loss and forward via:

- E-mail to [info@rfginsurancebelize.com](mailto:info@rfginsurancebelize.com)
- Fax to 223-6734
- Telephone #: 223-5734
- Or to your nearest open RF&G Insurance Office.

#### Estimates & Receipts:

- Acceptable estimates and receipts are those that contain the name and contact details of the service or product provider.

#### **HOW TO FILL-IN NOTICE OF LOSS**

1. "Name of Insured"- name of policyholder as appears on your insurance Policy Schedule.
2. "Address"- the address as appears on your insurance Policy Schedule.
3. "Date of Loss"- the date when the flood damage occurred.
4. "Location of Loss" – complete if the location of loss is other than your address above. If similar insert "same as above".
5. "Policy Number"- as located on your policy- e.g. **PFPC-12345**
6. "Contact Numbers" – provide us with your cellular, land line number, e-mail, etc. so we can reach you.
7. "Agent" – if you had purchased your insurance through one of our agents, please provide name of agent. If policy was bought from our main office, leave blank.
8. "Account Executive" – If an Account Executive is assigned to you, please note their name.
9. Provide us with your preliminary estimate for repair whilst you obtain a repair quotation from local contractor/repairman/mechanic.