

Include name of client examiner in the address Block. Omit salutation at beginning of report.

Number all reports consecutively above the RE: Caption. FIRST REPORT (SECOND STATUS, THIRD STATUS, AND FINAL, etc)

Opening Statement – 7 Day First Report

Acknowledge source & date of assignment. State report date of contact and inspection.

This will acknowledge receipt of this commercial fire loss from your office on (assignment date). We contacted the insured and inspected the loss on _____.

ESTIMATED LOSS: (Use on ALL reports)

<u>Item</u>	<u>Insurance Carried</u>	<u>Estimated Loss</u>
Building	\$50,000	\$15,000
BPP	\$15,000	\$ 3,000
Loss of Rents	\$ 5,000	\$ 1,000
Total Estimated Reserves		\$19,000

Use appropriate terms under ITEM corresponding to coverages on involved policy. (Dwelling, ALE, etc)

If Estimate is a change from the previous reports the caption should state REVISED Estimate.

QUESTION SUBMITTED:

Use only when a response is requested. Briefly state your question, with a more detailed explanation under the appropriate caption. Use for questions such as requesting authority to obtain a Proof or asking if the client agrees with your analysis of a coverage issue. If you submit a question, always give your recommendation solution in the RECOMMENDATIONS caption.

e.g.,

Do you agree with our analysis of the coverage issues as outlined under the Adjustment caption?

OR

Do we have your authority to obtain a proof as outlined on the attached Statement of Loss?

COVERAGE:

- Source confirming coverage
- Policy number & effective dates
- Company and Agent/Broker
- Form numbers and edition dates
- RC or ACV coverage
- Named or open perils
- Coinsurance/RC value requirements
- Non-Waiver/Reservation of Rights
- Extensions of coverage
- Other insurance
- Deductibles & Mortgages/Lien Holders



INSURED:

Occupation/Age/Marital Status/Address
Principals of Partnership or Corporation
Prior Losses
Attorney/Public Adjuster

RISK:

Description of Risk
 Construction & Occupancy
 Age & Condition
 Fire protection
Location of Risk
Risk as described in policy?
Vacant? (How long?)
Hazards contributing to origin or spread
Building RCV & ACV valuation?
Values for other items subject to coinsurance

INSURABLE INTERESTS:

Nature and extent of Insured's Interest?
How and when interest acquired?
Other parties of interest
Mortgages, Liens, & Taxes
How verified?
Documentation: Deeds, Leases, Condo CC&R's,
Consignment agreements, construction contracts, etc.

ORIGIN;

Date & time of loss
CAUSE (not just peril)
 Brief factual description
 Area or point of Origin
 Adjuster's Observations
 Insured's opinion of cause
Expert's investigation
Insured and Witnesses Statements

ADJUSTMENT AND GENERAL REMARKS

Use sub-captions for each covered item
(i.e., BUILDING CONTENTS, LOSS OF
RENTS, etc.). Emphasize your efforts to



Establish and control the amount of loss.

Scope of damage

Protection & temporary repairs

Method to establish loss

Estimates & Inventories

Documentation from insured

Time element/ALE projection

Need for experts

Coverage issues:

Coverage question analysis

Coinsurance & Special Limits

Extensions of Coverage

Statement of Loss (if requesting authority)

SUBROGATION:

Discuss potential on all first reports. Consider the need for technical experts, legal opinions, or further investigation. Never rule out subro, instead say that our investigation has not revealed any likely opportunities.

Factors in origin or extent of damage

Defective equipment/materials/workmanship

Supplier/Manufacturer/Installer

Subro waiver in lease or other contract?

Need for Experts/Evidence Preserved/Photos

Insured & Witness Statements

Assets of responsible party? Insurance?

Subro or loan receipt

SALVAGE:

Always on FIRST REPORT. If no salvage, briefly state why and omit caption from future reports.

Preservation of salvage

Inventory & estimated value

Use of salvor-Salvage Agreement-Other Options

Insured's position

Brands & labels clause

RECOMMENDATIONS:

Recommend a course of action, such as settlement per the enclosed Statement of Loss, sending a letter of denial to the insured, or hiring an expert or attorney. Use this caption to request drafts for items such payment of expert's bills or advance payments to insured. Do not request a Settlement Draft to be exchanged for Proof.



FUTURE ACTIVITIES:

List specific items needed to conclude file
Examples:

1. Finalize building estimate
2. Obtain Fire Marshall's report
3. Obtain Witness Statement – Jones
4. Next Report within 30 days

Always show diary until next report as last item in list.

(YOUR SIGNATURE)

cc. Supervising General Adjuster (if required)

List and attach the enclosures in the same order they were mentioned in the report. If you are requesting authority, the Statement of Loss is always the first enclosure. Consider dividers and tabs for multiple enclosures.

