



DOCUMENTS CHECKLIST FIRE / TYPHOON /EARTHQUAKE CLAIM

| A. GENERAL REQUIREMENTS | |
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| | Sworn Statement of Fire Claim (form provided to claimant) |
| | Non-Waiver Agreement (form provided to claimant) |
| | Fire Certification / Fire Investigation Report |
| | Sworn Statement of witnesses, if any |
| | Affidavit of Loss stating: |
| | a. Date and Time of loss |
| | b. Location of insured property |
| | c. Extent of damage and salvage value |
| | d. Liens and encumbrances |
| | e. For building claim, year the building was constructed and original construction cost. State also the details of the renovations/improvements, if any. |
| | f. Nature of ownership of the property insured |
| | g. Any information relative to the loss |
| B. BUILDING (IN ADDITION TO THE GENERAL REQUIREMENTS) | |
| | A Civil Engineer's Or Architect's Detailed Estimate (obtained at the expense of the insured) to place the building in the same state of repair as before the loss. (no contemplated improvements may be included and a proper allowance for age and depreciation, etc. must be allowed |
| | Certified True Copy of Building Permit |
| | Certified True Copy of Declaration Of Real Property |
| | Copy of plan of the building or sketch prepared by an engineers/architect |
| | Transfer Certificate of Title |
| C. STOCKS (IN ADDITION TO THE GENERAL REQUIREMENTS) | |
| | A detailed inventory of the articles damaged and undamaged stocks , showing the cost price of each, extent of loss and salvage value. |
| | Proof of costing |
| | Latest inventory of merchandise filed with the BIR |
| | Copies of income Tax Return and Audited Financial Statement for the last three (3) years filed with the BIR. |
| | Certification from suppliers |
| | Registration papers |
| | Purchase / sales invoices |
| | Bank statements |
| D. MACHINERIES AND EQUIPMENTS, FURNITURE, FIXTURE AND FITTINGS (IN ADDITION TO THE GENERAL REQUIREMENTS) | |
| | A detailed list of the articles damaged or destroyed showing the cost price of each and date acquired. |
| | Records, invoices, receipts, if any. |
| | Detailed repair estimate or quotation if the items involved are repairable, or if already repaired, the actual cost of repair. |
| | Latest appraisal report or property records, if any. |

Note: For TYPHOON & EARTHQUAKE losses, the same documents applies except for the FIRE CERTIFICATION