

ACORD™ GENERAL LIABILITY NOTICE OF OCCURRENCE/CLAIM

DATE (MM/DD/YY)

PRODUCER	PHONE (A/C, No, Ext):	NOTICE OF OCCURRENCE	DATE OF OCCURRENCE AND TIME	AM	DATE OF CLAIM	PREVIOUSLY REPORTED
		NOTICE OF CLAIM		PM		YES NO
		EFFECTIVE DATE	EXPIRATION DATE	POLICY TYPE		RETROACTIVE DATE
				<input type="checkbox"/> OCCURRENCE	<input type="checkbox"/> CLAIMS MADE	
		COMPANY	NAIC CODE:	MISCELLANEOUS INFO (Site & location code)		
CODE:	SUB CODE:	POLICY NUMBER		REFERENCE NUMBER		
AGENCY CUSTOMER ID:						

INSURED		CONTACT		CONTACT INSURED
NAME AND ADDRESS	SOC SEC #:	NAME AND ADDRESS		WHERE TO CONTACT
				WHEN TO CONTACT
RESIDENCE PHONE (A/C, No)	BUSINESS PHONE (A/C, No, Ext)	RESIDENCE PHONE (A/C, No)	BUSINESS PHONE (A/C, No, Ext)	

LOCATION OF OCCURRENCE (Include city & state)	AUTHORITY CONTACTED
DESCRIPTION OF OCCURRENCE (Use separate sheet, if necessary)	

POLICY INFORMATION						
COVERAGE PART OR FORMS (Insert form #s and edition dates)						
GENERAL AGGREGATE	PROD/COMP OP AGG	PERS & ADV INJ	EACH OCCURRENCE	FIRE DAMAGE	MEDICAL EXPENSE	DEDUCTIBLE PD BI
UMBRELLA/ EXCESS	UMBRELLA	EXCESS	CARRIER:	LIMITS:	PER CLAIM	PER OCCUR

TYPE OF LIABILITY						
PREMISES: INSURED IS	OWNER	TENANT	OTHER:	TYPE OF PREMISES		
OWNER'S NAME & ADDRESS (if not insured)				OWNERS PHONE (A/C, No, Ext):		
PRODUCTS: INSURED IS	MANUFACTURER	VENDOR	OTHER:	TYPE OF PRODUCT		
MANUFACTURER'S NAME & ADDRESS (if not insured)				MANUFACT PHONE (A/C, No, Ext):		
WHERE CAN PRODUCT BE SEEN?						
OTHER LIABILITY INCLUDING COMPLETED OPERATIONS (Explain)						

INJURED/PROPERTY DAMAGED						
NAME & ADDRESS (Injured/Owner)				PHONE (A/C, No, Ext)		
AGE	SEX	OCCUPATION	EMPLOYER'S NAME & ADDRESS	PHONE (A/C, No, Ext)		
DESCRIBE INJURY			WHERE TAKEN	WHAT WAS INJURED DOING?		
<input type="checkbox"/> FATALITY						
DESCRIBE PROPERTY (Type, model, etc)		ESTIMATE AMOUNT	WHERE CAN PROPERTY BE SEEN?	WHEN CAN PROPERTY BE SEEN?		

WITNESSES		
NAME & ADDRESS	BUSINESS PHONE (A/C, No, Ext)	RESIDENCE PHONE (A/C, No)
REMARKS		
REPORTED BY	REPORTED TO	SIGNATURE OF PRODUCER OR INSURED