

### CLAIM REQUIREMENTS ON PROPERTY

### (FIRE/TYPHOON/FLOOD/ EARTHQUAKE)

**General Requirements**

* Non-Waiver Agreement (Form to be provided by the Adjuster)
* Sworn Statement of Claim (Form to be provided by the Adjuster)
* Fire Investigation Report for Fire Claim
* Proof of Ownership/Occupancy (any of the documents listed below)
	+ Declaration of Real Property
	+ Transfer Certification of Title
	+ Tax Declaration Receipt
	+ Lease Agreement (if assured is not the owner of the building)

**IF THE ASSURED IS A COMPANY**

* DTI / SEC Registration / Mayor’s Permit
* BIR Registration Certificate

**ADDITIONAL DOCUMENTS FOR EACH ITEM**

**Building**

* Building Plan / Sketch
* Repair / Reconstruction Estimate
* Building Permit

**Contents**

* List of Affected & Unaffected Items showing the acquisition dates and costs
* Sales Invoices / Purchase Invoices / Official Receipts
* Repair Estimate if repairable
* Technical Report for damaged equipment

**Stocks**

* Inventory (before & after the loss) of Affected & Unaffected Items with the corresponding value of each item at the time of loss
* Sales / Purchase Invoice / Official Receipts
* Bank Statement or Certifications from the Suppliers in the absence of Sales / Purchase invoices / Official Receipts
* Other documents as may be required

**Machinery & Equipment**

* Inventory of Affected & Unaffected Items showing the acquisition dates and costs
* Technical Report of Affected Items
* Sales / Purchase Invoice / Official Receipts
* Repair Estimate if repairable
* Other documents as may be required