



**MAIL TO:**  
 Administrative Concepts, Inc.  
 P.O. Box 4000  
 Collegeville, PA 19426-9000

www.acitpa.com

**ACE American Insurance Company**

**Loss by Fire Claim Form**

(No Liability is admitted by the society by the issue of this form)

**COMPLETE IN DETAIL TO ENSURE PROMPT HANDLING**

Any person who knowingly presents a false or fraudulent claim for payment of loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

**Insured Information**

Business Name:		Policy #	
Address		State	
# and Street	City/Town	State	Zip Code
Telephone ( )	Fax ( )		
Email Address:			
Business/ Occupation:			

**Details of Occurrence**

Date of Fire:	Time:
Location of Fire:	
Cause of Fire: (Please state as explicitly as possible, any suspicion of uncertainty must be mentioned)	
Is any property destroyed/damaged insured by any other insurance company? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If YES, please supply name, address, telephone number and policy number:	
Please supply name, address, telephone number and policy number of homeowners/household contents insurers:	

**Instructions**

When a fire occurs the insured is, within a reasonable amount of time to deliver to the company an Account of the articles or matters damaged or destroyed by fire, with the estimated cash value of each of them respectively immediately before the fire. When property of the insured is only partially damaged by Fire, a pro-rated benefit will be considered.

The cash value of the property destroyed or damaged by the fire shall in no case exceed what would be the cost to the insured of replacing the same; and in case of the depreciation of such property from use, or otherwise, a corresponding deduction shall be made from the cost of replacement in order to ascertain the actual cash value immediately before the fire.

The following particulars are required when the claim relates to:

1. Building Home:

- (a) A builder's or architect's estimate (obtained at the expense of the insured) giving dimensions and prices of the work required to place the building in the same state of repair as before the fire. No contemplated improvements to be included in the estimate.
- (b.) the insured to state whether he holds the property as sole or part owner or otherwise.

2. Furniture.

- (a.) A complete list of articles damaged or destroyed
- (b) Cost price of each and when and where bought
- (c) value of each article immediately before the fire, after deprecation for past wear and tear, etc.
- (d) value of salvage

3. Goods and Merchandise

- (a) List of articles damaged or destroyed
- (b)The price of each, according to the market value of the goods immediately before the fire
- (c ) value of salvage

**BY SIGNING BELOW I HEREBY CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF**

Signature of Insured or Authorized Representative	Dated
Witnessed by:	Dated
Address:	

