

When a Loss Occurs

	Yes	Needs Attention
1. Have you reported a claim? When a loss occurs, submitting a claim is the first step. You can contact your agent directly, report your claim online, or call the Brotherhood Mutual Claims team.	<input type="checkbox"/>	<input type="checkbox"/>
2. If someone is injured, has medical care been provided? This should be done immediately. Without acknowledging responsibility, provide Brotherhood Mutual's name, address, and phone number if requested by an injured person.	<input type="checkbox"/>	<input type="checkbox"/>
3. If necessary, have you contacted the police? Contact the authorities for cases of theft, burglary, vandalism, auto accidents, or suspected arson.	<input type="checkbox"/>	<input type="checkbox"/>
4. Have you made any necessary repairs to damaged property to prevent further damage or risk of injury? These kinds of preventative repairs are covered by your policy.	<input type="checkbox"/>	<input type="checkbox"/>
5. Have you written down and recorded a detailed description of what happened, including information about the extent of the damage or injury?	<input type="checkbox"/>	<input type="checkbox"/>
6. Did you put together a complete list of damages? Be sure to include that to personal property.	<input type="checkbox"/>	<input type="checkbox"/>
7. Have you been able to verify the value of your damaged items? If you need assistance, please contact your Brotherhood Mutual claims adjuster. We have resources available that will help establish an accurate value of damages resulting from the claim.	<input type="checkbox"/>	<input type="checkbox"/>

Notes: _____

Completed by: _____ Date: _____