



CLAIMS INFORMATION QUESTIONNAIRE

NAME OF APPLICANT: _____

FOR YOUR EASY REFERENCE, THE WORD "CLAIM" IS DEFINED AS:

- 1) "claim" means a demand received by the Applicant for money or services including the service of suit or institution of arbitration proceedings against the Applicant, or
- 2) the Applicant is or has become aware of any circumstances which may subsequently give rise to a "claim" against the Applicant by reason of any alleged or actual negligent act, error, mistake or omission.

1. NAMES OF CLAIMANTS OR POTENTIAL CLAIMANTS: _____

2. NAMES OF OTHER DEFENDANTS, IF ANY: _____

3. NAME, LOCATION AND DESCRIPTION OF PROJECT: _____

4. IT IS A CLAIM SUIT OR CIRCUMSTANCE

5. IF INSURED, a) name of Insurance Company ("Company"): _____

b) Policy Period: _____ c) Limit: \$ _____ Deductible: \$ _____

6. DATE REPORTED TO THE COMPANY: _____

7. DATE OF ALLEGED NEGLIGENT ACT, ERROR, MISTAKE OR OMISSION: _____

8. STATUS OF CLAIM: Open Closed

If Open

If Closed

Amount of alleged damages :
 Claimant's settlement demand: :
 Applicant/Insurance Company's :
 Loss Reserve :
 Legal Expense Reserve :
 Legal expenses incurred to date:

Legal expenses paid by Applicant:
 Loss amount paid by Applicant :
 Legal expenses paid by Company :
 Loss amount paid by Company :
 TOTAL CLAIM :

9. DESCRIPTION OF CLAIM: (If claim is open, please also provide present status/position of claim.)

10. DATE QUESTIONNAIRE COMPLETED: _____