

**CLAIMS CHECKLIST
(Fire and Allied Perils)**

Documentary Requirements in case of Fire and Allied Perils	
Basic Documents:	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Formal Claim against COCOGEN Fire Department Report / Affidavit of Loss (for fire loss) Photographs
Additional Documents for Building:	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Detailed repair estimate Declaration of Real Property Floor Plan / Construction Plan Building Permit Lease Contract (if lot belongs to other than insured) Transfer Certificate of Title Appraisal Report (if any)
Additional Documents for Stocks, Household Furniture, Fixture, Fittings and Personal Effects, Machinery, Equipment and Accessories	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Detailed inventory of all stocks and property risk whether damaged or undamaged Purchase / Sales Invoice Income Tax Return / Financial Statements Business License Registration of Business Appraisal Report
Others:	
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_____ Date of Completion of Documents (MM-DD-YYYY)	