

IGNACIO CREEK HOMEOWNERS' ASSOCIATION

INSURANCE CLAIM LOSS REPORT FORM

Note: Please obtain an estimate of repair costs for your claim. If this amount is less than the \$5,000 HOA Deductible, there is no need to submit a claim because the owner is responsible for this amount.

This form must be returned to the HOA within 45 days of the Date of Loss.

Name:	Date Form submitted to HOA:
Address:	
Date of Loss:	
Date of discovery of Loss:	
If discovery was delayed, please explain circumstances for delay:	

Description of Loss:	
(If possible, please attach photos/diagrams)	

Witnesses to Loss/Repairs:	
(Provide Name, Address and Phone Number)	

Reimbursements:	
Was work pre-authorized by the Association?	
If not, please explain why repairs were performed on an emergency basis:	

Please attach copies of all invoices, bills, and evidence of payment documenting repair expenses.