



HOW TO SETTLE AN INSURANCE CLAIM

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You can get faster action on your insurance claims if you file them correctly.

Observe these points in preparing your insurance claim:

*Notify your agent at once. Many policies have notification time limits. Know the legal time limit you have to file a claim. Act promptly for faster service.

*Read your policy. Some claims are passed up because the policyholder is not aware of the protection provided. If you have suffered a loss, study your policy to find out if the loss is covered. If you don't understand it, call your insurance agent and ask him to explain the coverage.

*Write down what happened. Give a complete description of damage and the exact time it happened.

*List the damage. Keep all evidence of ownership, such as titles or bills of sale in a safe place. The insurance company may require proof that the damaged articles are yours.

*Estimate the amount of your loss. Cancelled checks or receipts and photographs can help in proof of loss. Before and after photographs are helpful in identifying exterior damage. It will help if you file an appraisal of your valuables with the insurance agent when you take out the policy. Back your claim with repair or replacement cost statements from contractors or repairmen.

*Talk to the company adjuster. His primary aim is to determine the extent of liability and to establish the proper claim payment.

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