



INLAND MARINE LOSS NOTICE

This form must be completed and submitted to NCSBT promptly following a loss, or in any event within fifteen (15) days of discovery of the loss. **Incomplete forms will be returned for completion. Please attach police reports, incident reports, purchase invoices, and receipts for the property. Failure to attach such documents may delay the processing of the claim.** If photographs of and/or maintenance records for the subject property are available, please attach them. If you have any questions, contact Melody Coons at mcoons@ncsba.org or 919-747-6684.

COVERAGE INFORMATION

Member District _____ Date/Time of Loss _____
Contact Person _____ Phone No. _____
Address _____ Email _____
Location of Loss _____
Cause of Loss _____ Law Enforcement contacted? _____
Law Enforcement Agency Contacted _____ Police Report No. _____

Law Enforcement report must be attached if it is available.

PROPERTY INFORMATION

Description of Property _____ Manufacturer _____
Model No. _____ Serial No. _____
Name of owner or person responsible for/assigned to property _____
Address _____
Phone No. _____ Email Address _____
Description of damage _____

Date of purchase/lease _____ Cost of repair _____ Purchase order, invoice, or lease agmt. attached? _____

WITNESSES TO LOSS AND/OR PERSONS WITH KNOWLEDGE OF LOSS

Name _____	Name _____
Address _____	Address _____
_____	_____
Phone No. _____	Phone No. _____
Name _____	Name _____
Address _____	Address _____
_____	_____
Phone No. _____	Phone No. _____

Affirmation

I affirm that the information contained in this report is true and accurate. I understand that failure to provide true and accurate information may be a basis for denial of coverage.

Signature Date

Submit completed Inland Marine Loss Notice forms to claims@ncsba.org.