

Proof of Loss Form

This form must be filled out completely by the guest and submitted to the property manager when a claim occurs. Incomplete forms will be returned for completion.

Section To be completed by Guest *Prior to Departure*-Please Print

Guest's Name:

Guest's Home Address:

Guest's Daytime Telephone #:

of People in Unit:

Names and Ages of All Guests:

Did you bring a pet or other animal onto the premises?

Did pet or other animal cause the damage?

Rental Unit #:

Location of Incident:

Date of Check-In:

Date of Check Out:

Date of Incident:

Date of Report:

Time of Report:

Provide a detailed description of how loss occurred:

Provide witness names and telephone numbers:

Provide a detailed description of the Property Damaged or Stolen:

Did you own this property?

If not, who owns this property?

Manufacturer:

Model #:

Serial #:

Provide a description of the damage:

Is loss theft related?

If so, the guest is required to file a police report. A copy of the police report filed by the guest must be attached to this claim form.

A Photocopy of Guest's Driver's License or Other Governmental Photo ID must accompany this claim form.

I certify that the information contained in this report is true and accurate.

Guest's Signature (required)

Date (required)

Guest Is to Sign here if there is no damage to report: _____

To be completed by property manager: Forms must be submitted with loss documentation by the property manager to: Cambridge, 9450 W. Bryn Mawr Avenue, Rosemont, IL 60018, Telephone (866)-971-6200; Fax (847)-671-0067. Incomplete claim forms will be returned without payment.

Property Name:

Property Address:

Rental Unit Owner:

Owner's telephone #:

Has damage as described by guest been verified?

Describe any discrepancies:

Describe incident that caused the damage:

Can Damaged Property be Repaired?

If so, attach repair estimate.

If item cannot be repaired, provide the date of original purchase and purchase receipt, when possible. Otherwise, provide the age(s) of the item(s):

Property manager is required to secure and retain damaged property for 60 days from the date claim is submitted to Cambridge.

Remember to submit the following items with this claim form:

- **A copy of police report filed by the guest for theft claims.**
- **A copy of the guest's driver's license or other photo id.**
- **Photographs of the property damage.**
- **The repair estimates or original purchase receipt (when available) and replacement receipt.**

Name of Person Completing this report:

Telephone #:

Name of Property Manager:

Telephone #:

I certify that the information contained in this report is true and accurate.

Signature of Person Completing this report (required)

Date (required)