



Property Claim Checklist

Checklist of steps to take in the event of a property accident or damage:

1. Report claim within 24 hours to Cavignac & Associates (619-234-6848). After hours, call 877-706-7731.
2. Call one of the following suggested emergency restoration companies:
 - Stanley Steemer Carpet Cleaner (858-271-9988)
 - American Technologies/Restoration (866-400-9353)
 - J&M Keystone Full Restoration Contractor (1-800-368-2757)
 - SERVPRO Fire & Water Cleanup & Restoration (1-800-SERVPRO)
 - ServiceMaster of Escondido (1-800-376-6678)
3. Notify authorities
4. Protect property from further damage
5. Preserve all evidence
6. Take immediate stock of damage, and separate damaged property from undamaged
7. Take pictures and/or video of accident scene as soon as possible
8. Identify all witnesses and take their statements with form on following page
9. Conduct detailed investigation according to your Illness and Injury Prevention Program (IIPP)
10. Locate all purchase records to document values
11. Do NOT discuss or give statements to anyone other than your insurance agent or insurance carrier.
12. Do NOT offer to pay for work, repairs, or replacement of items for tenants (e.g., tenants' business personal property or tenant improvements, for which you would not be responsible in a rental agreement). Refer tenants to their own insurance companies for coverage of those items.