

# Tower Household / Commercial Property Express Claims

To help us handle Tower Household or Commercial Property claims up to £3,500 please provide us with the below information. Claims can only be submitted by a named Policyholder or a broker / authorised representative. If you wish to register a claim on behalf of a Policyholder we will require their written consent. Please complete all sections of this form.

**Policyholder Name:**

**Policy Number:**  **Date of Loss:**

**Circumstances of Loss / How Damage Occurred:**

**Location of Loss / Damage:**

**Is the policyholder responsible for the loss/damage under the terms of a lease (or other similar contractual arrangement)?**      Yes      No

**Written estimate for repairs / replacement attached? (estimate is required before claim can be assessed and / or settled)**      Yes      No

**Do you have any supporting documentation for ownership and / or value of lost / Damaged items worth in excess of £250?**      Yes      No

**Third Party Details (if applicable):**

**Crime reference number: (Required for all loss or theft claims)**

**Is the policyholder VAT registered:**      Yes      No

**Email Address:**

**Telephone Number:**  **Date Claim Submitted:**

**Name of Bank:**  **Account Number:**

**Bank Account Name:**  **Sort Code:**   
NB: This should be policyholder account, if paying anyone else a signed mandate is required.

To notify the claim, please email this form to your Broker  
 If you are a direct customer of Tower, please email the form to: [tower.insurance@uk.rsagroup.com](mailto:tower.insurance@uk.rsagroup.com) or alternatively call 01624 645900