

CLAIMS TIP SHEET

Even though Collectibles Insurance Services does not require you to schedule all of the items in your collection, we strongly recommend that you keep a comprehensive inventory. Having an inventory at the time of claim helps you and the insurance carrier substantiate the value of the claim.



1. Keep a copy of your inventory in a secure, secondary location from where your collection is housed (such as a safe deposit box). Another great way to accomplish this is to email it to yourself and then you can access it from any computer.
2. Contact our claims department as soon as possible. We may be reached via phone, email, fax or our website.
3. Provide the following information at the time of claim:
 - Contact information
 - Policy #
 - Type and location of loss
 - Date of loss
 - Claim amount
4. Have your records on hand when contacted by the claims adjuster – inventory sheets, pictures / videos, police reports, receipts, etc.
5. When taking photos or video of your collection, be sure to capture any and all markings that will help authenticate the piece.
6. Have patience and understand that the claim process takes time and that the Collectibles team is here to work with you and the insurance carrier to do everything possible to ensure a speedy conclusion



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