

How to Report a Claim



What to do when you discover damages?

First: **stop further damage -** but <u>DON'T risk your safety</u>. (e.g. turn off water, put out the fire).

Second: submit a claim to Risk Management.



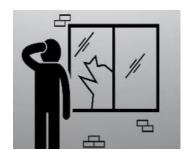












Property Damage Claims

- If you do not address property damage and mitigate the damage, then it will grow into a bigger problem.
- If you are dealing with a significant property claim, call Risk Management as soon as possible so we can help you navigate the process.







Should I file a claim?

Before you file a claim, consider whether the damage exceeds your deductible.

- > Auto deductible: \$1,500
- Property deductible: \$5,000*
- Liability deductibe: \$0



* Some organizations have a larger property deductible. Please check with Risk Management if you are unsure.

How long do I have to file a claim?

Property Claims: 60 Days

 Liability and Auto Claims: As soon as possible upon learning of the claim



What information is required to file a claim?

- Who is involved?
- What happened?
- When did it happen?
- Where did it happen?
- How did it occur?
- Why did it occur?
- Auto claims Your vehicle's VIN, the police report, all other parties' information.
- Any videos/pictures of the loss. Please save these as soon as possible.
- Any receipts for claims related repairs or medical bills.





Did your organization:

Have a Claim?



Receive a claim against you?







801-957-7170 <u>riskclaims@utah.gov</u>
Auto claims reporting - HERE

Insurance Adjuster Assigned

- The adjuster will take the claim information and will start investigating
- Please remember that this is an official investigation.
- The adjuster will verify the information presented in the claim. They may ask for your assistance.
 - Please only assist as requested by the adjuster.
- Do NOT discard any evidence until the adjuster tells you that you can discard them.





Notify State Risk Management





801-957-7170 <u>riskclaims@utah.gov</u> Auto claims reporting - <u>HERE</u>