



RE: Damage Claim –

Dear Sir or Madam ,

Please be advised that we investigate all claims for damage and consider only those which arise out of negligence or misconduct on the part of our company based on information provided.

The most rapid method of receiving compensation for claimed damages is to refer this claim to your insurance carrier. They can settle any claim and then subrogate the cost to responsible parties who may be identified from their investigation.

You may expedite your claim submission by accessing an electronic version of the **Work Zone Report** at www.ersnell.com, click on the “**contact us**” tab in the upper right hand corner of the web page and scroll down to “**incident report**”. You may email digital photos, required claim documents (see **Required Claim Documents** list below), and the Work Zone Report to claims@ersnell.com. **If you do not have access to a computer or email you can mail the required documents and photos to ATTN: Claims Department, P.O. Box 306, Snellville, GA 30078.**

ALL requested information MUST be submitted before we can begin processing your claim. If we do not receive all items requested within sixty (60) days from the date of this letter, the claim will be closed due to no response.

REQUIRED CLAIM DOCUMENTS:

If the alleged damage is to a **Motor Vehicle**, please send the following:

1. Copy of Proof of ownership (Example: Registration)
2. Photos of area damaged on vehicle*
3. Photos of all four (4) sides of vehicle including tag area*
4. Photos of location alleged incident occurred*
5. Map indicating exact location where the alleged incident occurred (please indicate which lane and direction of travel with distance to nearest intersection or mile marker)
6. Copy of two estimates for repair **OR** Paid repair invoices
7. Copy of Police or Incident Report from local or area law enforcement

If the alleged damage is to a **Building or Property**, please send the following:

1. Copy of Proof of Ownership (Example: Deed or Property Tax Record)
2. Photos of area damaged*
3. Copy of property plat or survey map indicating exact location where alleged damage has occurred
4. Copy of two estimates for repair

If alleged damage is due to **vibration or ground movement**:

5. Structural analysis of the building
6. Seismic analysis of the source of vibration and/or ground movement

***Indicates - ONLY COLOR PHOTOS ACCEPTED – DIGITAL PHOTOS ARE PREFERRED**

WARNING!!!

In the State of Georgia, any person who knowingly makes any claim for the proceeds of any insurance policy with the intent to defraud or deceive any insurer with any false, incomplete, or misleading information, is guilty of insurance fraud, which is a felony, punishable by up to a \$10,000 fine and 10 years imprisonment, or both. (O.C.G.A. § 33-1-9)

Sincerely,

Roger Goodwin
Risk Manager

RMG:
Attachment