

U M Association Limited

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## Property Claim Notification Form

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Please send the completed form together with all relevant correspondence to:  
**U M Association Ltd, 5 St Helen's Place, London EC3A 6AB**  
Telephone: 020 7847 8670 Fax: 020 7847 8689 Email: [claims@umal.co.uk](mailto:claims@umal.co.uk)

Member's name

Member's claim reference

Are you registered for VAT?

YES  NO

If 'YES', can you recover input tax?

YES  NO

### 1 Incident Details

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Date

Time

 am  pm 

Exact location of incident and occupancy

Cause of loss/How did the incident occur?

Is any third party implicated in the loss? If so, please provide details

**2 Complete this section if the loss involves theft, attempted theft, damage by theft or vandalism/malicious damage**

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a) Were the premises entered forcibly? YES  NO   
If 'NO', what evidence is there that a theft has actually occurred?

b) Has any action been taken by the police? YES  NO   
If 'YES', please give details

c) Method of entry:  
Forced Entry – Door  Window  Other (please specify)   
Walk-in  Walk-in by deception

d) Were the premises occupied? YES  NO

If 'NO', for how long had the premises been unoccupied at the time of incident?

e) Are the premises protected by alarm? YES  NO

If 'YES', did the alarm operate correctly? YES  NO

**3 Complete this section if the loss involves fire**

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Was the damage due to:

Electrical fault  Arson/Deliberate

Smoking materials  Under investigation

Natural occurrence  Unknown

Other

**4 Loss Details**

a) Are you the sole owner of the property involved? YES  NO   
If 'NO', please give owner's name and address

b) Are there any other coverages on the property involved? YES  NO   
If 'YES', please give details

c) Extent of damage to buildings and estimate of cost of reinstatement

d) Lost/damaged contents, please include:

- i) Item description
- ii) Date and cost of purchase
- iii) If economically repairable
- iv) If not, cost of reinstatement

e) Please provide the following documents (please tick if attached):

Internal report(s) of incident  Photographs of damage and site  Sketches/site plans   
Witness statements  CCTV footage  Estimates for repair of damage   
Evidence of original purchase of lost/damaged contents   
Evidence of cost of replacing any contents damaged beyond economic repair

We have updated our [Privacy Policy](#), to ensure that we continue to handle your data fairly and lawfully, in accordance with the General Data Protection Regulation that came into force on 25 May 2018.

You can review the updated Privacy Policy [here](#).

The Privacy Policy includes information and guidance, such as:

- How we collect, use and store your personal data;
- Your rights in connection with our collection, use and storage of your personal information;
- The circumstances under which we may be obliged to share your personal data with third parties.

By signing this form, you are consenting to the terms of our Privacy Policy.

If you have any questions about our Privacy Policy, you can contact the Data Protection Officer on 020-7847 8670, or by email to [DPO@umal.co.uk](mailto:DPO@umal.co.uk), or by writing to the Data Protection Officer at 5 St Helen's Place, London EC3A 6AB.

## **5 Declaration**

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**Please remember to print this form and sign in the space below before sending the completed form – either in hard copy or as a scanned PDF to the contact details shown at the top of page 1**

Name	Signature
Position	
Date	