

Huntington T. Block Insurance Agency, Inc.

1120 20th Street NW, 6th Floor • Washington, DC 20036

**Please Report Claims directly to: Huntington T. Block Insurance
Fax: (847)953-0353**

FINE ART CLAIMS REPORT

Name of Assured: _____ Date & Time: _____

Contact: _____ Policy Number: _____

Phone: _____ Fax: _____

Insured's Email Address: _____ Date of Loss: _____

Describe Event, Cause of Loss: _____

Street Address of Loss Location: _____

Title of Object: _____ Date or Period (circa): _____

Artist: _____ Is the artist living: Yes No

Size and/or Weight: _____ Inscriptions/Markings: _____

Type of Object (Painting, sculpture, furniture, jewelry): _____

Subject of the Work: _____

Distinguishing Features/Previous Repairs: _____

Owner or Lender's Name: _____

Address and Contact Details: _____

Value of the Object (determination): _____

Documentation – Please include Shipping papers, All Receipts/Invoices, Loan Agreements, Consignment Agreement, Photographs, etc.): _____

Police Report Number (if applicable): _____

Current Location of Object: _____

Form Completed By: _____ Title: _____

Signature: _____ Date: _____

Please Protect and Preserve the Object(s) in a Safe Place!

Reporting a Fine Arts Claim

1. Missing or stolen art

- Report to Police Department immediately
- Advise owner of loss
- Report to Huntington T. Block Insurance
- Continue to search for piece

2. Transit damage

- Save all transit documentation and packing as evidence
- Immediately notify shipper of damage, follow-up with a letter putting them on notice of loss
- Advise owner of loss
- Report to Huntington T. Block Insurance

3. Other physical damage

- Collect all damaged pieces
- Determine cause of loss and whether another party is responsible for damage
- Advise owner of loss (if applicable)
- Determine value and if possible, ability to restore piece
- Report to Huntington T. Block Insurance