



# VLCT PACIF Property Loss Notice

**Start by saving this blank file on your computer.** Open the saved version, fill it in electronically\*, save it again, and attach it to an email to [newclaim@vlct.org](mailto:newclaim@vlct.org).  
**\*Tips:** Instead of mousing around, use the Tab key to move forward field by field, use Shift-Tab to move backward, and press the Space bar to check a selected check box.

Member name & address	Member Contact with most knowledge of loss		
Date of loss (mm/dd/yyyy)	Phone number	Email	
Property loss location			Time of loss

**Select a cause of loss**

Fire	Lightning	Wind	Water	Theft	Vandalism	Other
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**Check one or more of the following that responded to the scene**

Police	Fire	Ambulance	None
Do you have the incident # for police or fire? Yes No		Incident #	

**Select one or more of the following that sustained damage or loss**

Building	Contents	Equipment	Property in the open	Finances
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**Describe how the damage or loss occurred**

**Witnesses**

Name and address	Phone(s)
Name and address	Phone(s)

**Other information**

Date completed (mm/dd/yyyy)

Electronic signature

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Questions? Please contact us: **VLCT PACIF — Claims Division**  
 89 Main Street, Suite 4; Montpelier VT 05602 ♦ Phone: (800) 649-7915; Fax: (802) 229-2211