Property Damage Report

Damage to a church building, its contents or other church property

How to report: Call us at **1-800-326-7200**, or email this form and your photos to **GNJUMC@bowerins.com**. You can also fill it out online at **www.gnjumcins.org**. **We'll report the claim to GuideOne for you** and send you the claim number. **If anyone is hurt or in danger, call 911 first.**

After hours
Contact GuideOne
(888) 748-4326
guideone.com/claims

Your church

Church name

GNJ ID #

Reported by (name)

Title / role

Email

Phone

Another contact at the church (optional)

Their phone

When and where

Date of loss (the date the damage happened)

Time it happened (if known)

Date damage was found (if different)

Address where the damage is

City

State

ZIP

Building or area damaged (sanctuary, fellowship hall, parsonage, education building...)

What caused the damage? (check one)

- ☐ Fire or smoke
- ☐ Water – burst or frozen pipe, leak or appliance
- ☐ Water – sewer or drain backup
- ☐ Flood or rising water
- ☐ Wind, hail or storm
- ☐ Fallen tree or limb
- ☐ Snow or ice (roof damage, ice dam, collapse)
- ☐ Lightning or power surge
- ☐ Theft or burglary
- ☐ Vandalism or break-in
- ☐ Vehicle hit the building or property
- ☐ Equipment breakdown (boiler, heating, cooling, electrical)
- ☐ Other (describe):

What was damaged? (check all that apply)

- ☐ Building (roof, walls, ceilings, floors, windows)
- ☐ Contents (furniture, equipment, supplies)
- ☐ Stained glass
- ☐ Organ, piano or other instruments
- ☐ Heating, cooling, plumbing or electrical systems
- ☐ Computers, audio/video or other electronics
- ☐ Outdoor property (signs, fences, lights, landscaping)
- ☐ Other

What happened

Describe what happened and what was damaged

Please email photos of the damage (taken before clean-up), repair estimates and receipts with this form.

Anything else we should know?

For James O. Bower Insurance use

Reported to GuideOne (date)

GuideOne claim #

Adjuster / phone

Claim # sent to church (date)