PROPERTY - STOP LOSS MONITORING FORM

Customer name:

Period of insurance: to

Month/ Quarter/ Period - Start date

Month/ Quarter/ Period - End date

Housing/ General/ Education/ Other

A	B	C	D	E	F	G	H	I
Insured reference	**Risk address**	**Insured peril**	**Date of loss**	**Non-ranking excess**	**Claim status**	**Payments to date**	**Outstanding estimate**	**Amount toward stop loss**
				Totals				

Guidelines for completing the form

1) Please pay careful attention to column C. For example, if there's been a water damage loss, state whether it was from a storm, flood or escape of water.
2) Your 'Claim Status' should be OS – outstanding – or C – closed.
3) The calculation for the figure you enter in column I is G plus H minus E = I.
4) If an individual claim exceeds your deductible, the figure for column I should be your deductible amount minus any applicable non-ranking excess.
5) Your first return should detail all claims with a date of loss in that period. On your future returns, let us know the up-to-date position on those claims, and add any new losses. Also, please provide details of any notified after you submitted the first form.

Even after you've submitted the last return for your insurance period, you need to update us on all cases until they're completed or you've exceeded your aggregate. Remember, we reserve the right to audit your losses at any time, even before you've exceeded your aggregate.