



Post Accident Check List

Property Accident

Description	Yes	No	Comments
<ul style="list-style-type: none"> •Report claim within 24 hours to Professional Insurors Agency (405) 843-9191/ (877) 843-9191 •Call emergency restoration company •Notify authorities 			
<ul style="list-style-type: none"> •Protect property from further damage •Preserve all evidence 			
<ul style="list-style-type: none"> •Take immediate stock of damage and separate damaged property from undamaged •Take pictures and video of accident scene as soon as possible 			
<ul style="list-style-type: none"> •Secure job safety analysis or site inspection report of facility. 			
<ul style="list-style-type: none"> •Describe property damage or injuries •Keep accurate record of all expenses 			
<ul style="list-style-type: none"> •Identify all witness and take their statements with provided form 			
<ul style="list-style-type: none"> •Locate all purchase records to document values. 			
<p>DO NOT discuss or give statements to anyone other than your agent or insurance carrier.</p>			
<p>DO NOT offer to pay for work, repairs, or replacement of items for tenants – in other words, for tenants’ business personal property or tenant improvements, which you would not be responsible for in a rental agreement. Refer tenants to their own insurance companies for coverage of these items.</p>			

Additional Comments
