

RESORT HOTEL
ASSOCIATION

A Member-Managed Not-for-Profit Insurance Association

INSTRUCTIONS AND REPORTING FORM FOR RHA PROPERTY LOSSES

Immediately after a loss has occurred:

- ⇒ Call: Tammy Glaser, RHA Property Account Executive, at (804) 525-2026
- ⇒ Answer all of the questions below and send a completed copy of this form to Tammy Glaser by fax (804) 525-2021 or email: tammy@rhainsure.com.
- ⇒ Call your retail broker to report the loss and advise your broker that you have reported the loss to RHA.
- ⇒ Follow instructions from Tammy Glaser and await contact by local adjuster.

1. Specific Address of Loss or Damage: _____

2. Date of Loss: _____ Time of Loss: _____ AM / PM

3. Cause of Loss (Fire, Water, Wind, Electrical, etc.): _____

4. Name of Contact at Loss Location: _____

5. Phone of Contact at Loss Location: _____

6. Description of damage to the involved property:

7. Estimate of Loss: \$ _____