



## New Motor Fleet Claim Checklist

<b>Client Name</b>	
<b>Policy Number</b>	
<b>Ascend Claim Number</b>	
<b>Date of accident</b>	
<b>Time of accident</b>	
<b>Reported date/time/by who</b>	

<b>Driver</b>	
<b>Vehicle registration</b>	
<b>Fault/non fault</b>	
<b>Completed Claims App claim form</b>	<b>Date:</b>
<b>Claims form forwarded if not above</b>	<b>Date:</b>

<b>Things to provide</b>	<b>Completed</b>	<b>Date Sent</b>	<b>To whom</b>
<b>1<sup>st</sup> Notification call/claims app form or /claim form</b>	<b>Yes/No</b>		
<b>Copy driving license</b>	<b>Yes/No</b>		
<b>DVLA check proof</b>	<b>Yes/No</b>		
<b>Estimate for repairs</b>	<b>Yes/No</b>		
<b>Images of damage</b>	<b>Yes/No</b>		
<b>Dash-cam footage of incident</b>	<b>Yes/No</b>		

<b>Third Party details</b>	<b>Yes/No</b>		
<b>Witness statements</b>	<b>Yes/No</b>		
<b>Liability admission and proof</b>	<b>Yes/No</b>		

<b>Police/other</b>	<b>Yes/No</b>		
<b>Witness statements</b>	<b>Yes/No</b>		
<b>Liability admission and proof</b>	<b>Yes/No</b>		

### Other information

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Please visit [www.ascendbroking.co.uk/claims](http://www.ascendbroking.co.uk/claims)