

## **GNY Reporting Preferences for Property Claims**

GNY recommends that Property claims be reported to us by the broker's office to the GNY Home Office Property Department (described below). Property claims should be reported timely in order to allow GNY claims adjusters to conduct an inspection/investigation as promptly as possible. It has been our experience that early reporting reduces claims costs.

While GNY will accept a Property notice in any form, we urge that the broker complete a Property Notice ACCORD Claim Form (we will provide copies of the form upon request).

Please report as much information as is available. At a minimum please provide us with: (1) Named Insured, address, phone number and contact person; (2) When and where the Property damages occurred; (3) The policy number, effective dates and policy limits; (4) The cause of the damages (i.e.: Fire, Flood, etc); (5) The insured should be advised to safeguard any physical evidence, photographs, and video. Please forward to us all documents provided by the insured; and (6) Information on investigating authorities such as Fire Department, Police department, etc.

Property claims should be reported to the GNY Home Office Property Department located at:

*New York City Office  
200 Madison Ave.  
Third floor  
NY, NY 10016*

*Phone # (212) 683-9700*

*Fax # (212) 532-8018*

*Ronald E. Wolfe, SR. VP-Property Claims*

[\*rwolfe@gny.com\*](mailto:rwolfe@gny.com)

*Cell phone: (631) 793-7278*

*Home phone: (631)-587-9294*

*Richard T. Mauro, SCLA, Director Property Claims*

*Cell phone: (914)589-0550*

[\*rmauro@gny.com\*](mailto:rmauro@gny.com)

### **ANY QUESTIONS OR CONCERNS SHOULD BE DIRECTED TO:**

*Ronald E. Wolfe, SR. VP-Property Claims*

*Senior Vice President - Property Claims*

*Phone #: (212) 683-9700 ext.254*

*Fax #: (212) 532-8018*

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July 21, 2008

