



REPORTING PREFERENCES FOR PROPERTY CLAIMS

This is a guideline only and should not be construed in any way as modifying the terms and conditions of coverage under the policy.

GNY prefers that first party property claims be reported to its insureds' brokers first, and they will, in turn, report it directly to the GNY Home Office Property Claims Department through our Affiliated Broker Portal. If you must report a claim directly to GNY, please do so as follows:

Online Claim Reporting: Report claims 24/7 through our [Affiliated Broker Portal](#), which ensures that your claim will be given the highest priority. If you don't have an account, you can request an account [here](#). In rare instances when using the portal, attachments could exceed the size limit. If this is the case, additional attachments can be submitted to PropertyClaims@gny.com.

Emergency Claim Reporting: For emergency situations, we accept claims 24 hours per day. During normal business hours (9:00 a.m. - 5:00 p.m. ET, Monday-Friday), please call 212-683-9700. After regular business hours please call GNY's after-hours hotline at 1-855-276-1271.

Please note that property claims are time sensitive and must be reported as soon as possible as to allow for a prompt inspection and investigation by its adjusters. GNY requests that the following information be provided when reporting claims: (1) the name, address, telephone number and contact person for the insured; (2) when and where the loss occurred; (3) the policy number; and (4) the cause of the loss and suspected extent of damages.

After a loss, it is an insured's duty / responsibility to protect the property from further damage. In addition, we ask that the insured document the loss by taking photographs and/or video in advance of our inspection, if possible. Finally, if a crime has occurred, it is an insured's obligation to report that to the local police.

Please see below for the contact information for the GNY Home Office Property Claims Department:

200 Madison Avenue, 2nd Floor New York, NY 10016 Phone: 212-683-9700 Email: PropertyClaims@gny.com	Steven J. Baroncini, VP Property Claims Direct: 646-597-5831 Email: sbaroncini@gny.com	Leo Wypych, AVP Property Claims Direct: 646-597-5827 Email: lwypych@gny.com
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