



# 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 Department on a Property Loss notice ACORD. If, however, you must report a claim directly to GNY, please do so as follows:

***By email:*** [PropertyClaims@gny.com](mailto:PropertyClaims@gny.com)

We accept claims 24-hours a day.

***By phone:*** 212-683-9700

During regular business hours (9 a.m. - 5 p.m. EST).

***After regular business hours:*** 1-855-276-1271

This is GNY's after-hours hotline.

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:**

<p>200 Madison Ave., 2nd Fl. New York, NY 10016 Phone: 212-683-9700 Email: <a href="mailto:PropertyClaims@gny.com">PropertyClaims@gny.com</a></p>	<p>Steven J. Baroncini, VP Property Claims Phone: 212-683-9700 ext. 1383 Email: <a href="mailto:sbaroncini@gny.com">sbaroncini@gny.com</a></p>	<p>Leo Wypych, AVP Property Claims Phone: 212-683-9700 ext. 1498 Email: <a href="mailto:lwypych@gny.com">lwypych@gny.com</a></p>
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