



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:

Online Claim Reporting: Report claims 24/7 through our [Affiliated Broker Portal](#). If you don't have an account, you can request an account [here](#).

By email: 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:

200 Madison Avenue, 2nd Floor New York, NY 10016 Phone: 212-683-9700 Email: PropertyClaims@gny.com	Steven J. Baroncini, VP Property Claims Phone: 212-683-9700 ext. 1383 Email: sbaroncini@gny.com	Leo Wypych, AVP Property Claims Phone: 212-683-9700 ext. 1498 Email: lwypych@gny.com
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