

CLAIMS REPORTING GUIDE



Gateway Condominiums Homeowners Association, a Colorado nonprofit

<u>Line of Coverage</u>	<u>Insurance Company</u>	<u>Policy Number</u>	<u>Policy Term</u>	<u>Phone Number</u>	<u>Email Address</u>
Property General Liability Cyber Liability Excess Liability	Cincinnati Insurance	EPP 0716544	5/26/2025 - 5/26/2026	877-242-2544	ClaimsMainDesk@cinfin.com
Directors & Officers - Community Association	Travelers	106856467	1/15/2025 - 1/15/2026	800-842-8496 for information only (not for reporting claims)	BSIclaims@travelers.com

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Gateway Condominiums Homeowners Association, a Colorado nonprofit, to report a claim:

STEP #1:

- Prompt reporting is crucial in the claims process.
- We encourage you to report your claim directly to the appropriate insurance carrier as soon as possible, to avoid any delays.

NECESSARY INFORMATION TO REPORT CLAIM:

- Name & contact information of Insured
- Policy number (See page 1)
- Type of claim
- Description of loss
- Date of loss (or your best estimate)

The insurance company/claims intake person will ask the necessary questions to get your claim set up.

STEP #2:

- Once claim is reported:
 - Claim or reference number will be assigned
 - Expect to hear from an adjuster within 24-48 hours.
- The adjuster will gather the appropriate information to investigate the claim.
- It is the insurance carrier's responsibility to determine what coverage may apply.