

# Claims Check Off List And Cover Sheet

Customers Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_ Zip \_\_\_\_\_ Car Number \_\_\_\_\_

Date of Accident \_\_\_\_\_ Date Submitted \_\_\_\_\_

Be sure that when you submit a claim to Aegis Security Insurance Corporation that you have a complete packet. When reporting your claims please include as much information as possible. The more information we have the better they can serve you. Please take a moment to review the following checklist

The following is a list of items that need to be included in with every claim packet before submission:

1. Police Report or Incident Report
2. Signed Accident Report
3. Original Rental Agreement
4. Appraisal of Damage or Completed Repair Order
5. Signed Direction To Pay
6. Copy of the Description of Coverage
7. Copy of the Policy Receipt

Once the completed package is complete, send the entire packet to the following:

**Corporate Claims  
Trevose Corporate Center  
4612 Street Road  
Trevose, PA 19053**

If you need any help in putting the claim package together, simply call [Schalberg.com](http://Schalberg.com), during normal business hours, at 800-396-9128 Eastern Time and we will be glad to help you.

Thank you

Jim Schalberg