

FILING AN INSURANCE CLAIM

All insurance claims against the master policy must be made in writing, within forty eight hours, and forwarded to the Association at:

975 Easton Road
Suite 102
Warrington, PA 18976
215-343-1550 or
fax: 215-343-
4409

*Important information to include is what happened (cause), what was damaged, when did it happen (date of loss) and most important a phone number where you can be reached during the day for an adjuster to contact.

All interior insurance claims must be for an amount greater than the policy deductible. If the total damage appears to be less than the policy deductible, the owner should make a claim against their personal H06 policy only.

Upon receipt, the management company will forward the claim to the Association's insurance company, and confirm to the owner, in writing, that the claim was received. The owner would then be contacted directly by an insurance company adjuster, who will investigate and process the claim.

NEITHER THE ASSOCIATION NOR THE MANAGEMENT COMPANY IS RESPONSIBLE FOR ADJUSTING THE CLAIM OR DETERMINING THE SETTLED AMOUNT OF A CLAIM.

Sincerely,

Board of Directors

THE COMMONS AT MIDDLETOWN CONDOMINIUM ASSOCIATION