



Once a claim has been made, or an incident that may lead to a claim is identified, the Landy Agency and/or the Insurance Company must be notified as soon as possible.

Please complete the following form and submit with a copy of any written notice of the claim you have received to Rebecca Greenfield via fax: 800 344-5422 or e-mail to [rebecca@landy.com](mailto:rebecca@landy.com).

Today's Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Insured Name as shown on Insurance Policy Declarations Page: \_\_\_\_\_

Policy Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Brief Narrative describing the circumstances leading to the claim or threat:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of person/party making the claim: \_\_\_\_\_

Nature of the Engagement with person/party: \_\_\_\_\_

\_\_\_\_\_

Period of time services were provided to person/party making the claim: \_\_\_\_\_

Please e-mail, fax or mail complete form with of copy of claim documents to:

Rebecca Greenfield  
Herbert H. Landy Insurance Agency, Inc.  
75 Second Avenue, Suite 410 \* Needham, MA 02494  
Email: [Rebecca@landy.com](mailto:Rebecca@landy.com)  
Fax: 800 344-5422 Phone: 800-336-5422