



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 this form and submit with a copy of any written notice of the claim you have received to Cari Teague: fax: 800-344-5422 or e-mail to [cari@landy.com](mailto:cari@landy.com)

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

Insured Name as shown on

Insurance Policy Declarations Page\_\_\_\_\_

Policy Number\_\_\_\_\_ Insurance Company\_\_\_\_\_

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\_\_\_\_\_

Please add additional comments or information as needed on separate sheet of paper.

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

Cari Teague  
Herbert H Landy Insurance Agency Inc.  
75 Second Avenue, Suite 410  
Needham, MA 02494  
Telephone: 800-336-5422; Fax: 800-344-5522 Fax; Email: [cari@landy.com](mailto:cari@landy.com)