



# Adventist Risk Management, Inc.

12501 Old Columbia Pike Silver Spring, MD 20904-6600

Claims Department Contact Information:

E-mail: [claims@adventistrisk.org](mailto:claims@adventistrisk.org); Phone: (301) 680-6872; Fax: (301) 680-6878

## BOILER/EQUIPMENT BREAKDOWN NOTIFICATION

Please notify us of a claim as soon as possible, preferably within 24 hours. Once you have completed this form you may e-mail or fax to ARM's Claims Department. If you are aware that your location also has coverage under Hartford Steam Boiler's equipment breakdown policy, and this an emergency, you may call HSB directly at: 1-888-472-5677. Subsequently, notify us as well, as some losses have coverage under both the property policy and the equipment breakdown policy.

If you need to make immediate repairs, please make an effort to save damaged parts.

For a business income claim, provide indications of activity both before and after the loss. Also, keep records of extra expenses during the interruption period.

Your Full Name \_\_\_\_\_

Your Phone Number \_\_\_\_\_

Your E-Mail Address \_\_\_\_\_

Your Location Name \_\_\_\_\_

Your Location Address \_\_\_\_\_

Date of Occurrence \_\_\_\_\_

Description of Loss (please be as detailed as possible)