

# PROPERTY CLAIMS ROADMAP

When there is damage to a vehicle, building or equipment owned by the Municipality, this is a 1<sup>st</sup> Party Property Claim.



## Step 1

Complete [Property Acord form](#) found @ [www.burlcojif.org](http://www.burlcojif.org) and email to the Property Unit Supervisor. Please include at least the following 4 pieces of information.

Date of Loss

Description

Location

Contact



## Step 2

Mitigate damages by cleaning up water or boarding up windows. Delays can cost money and in some cases coverage. Protect involved equipment, it may be evidence.

## Step 3

Remove vehicles from establishments charging storage fees. Take pictures **BEFORE** anything is discarded.

## Step 4

Save Receipts – Save Evidence – Save Agreements. This can help with proving the claim and with Subrogation.

## Step 5

Qual-Lynx will handle the claim to conclusion and following for any Subrogation/Salvage Potential.

Burlington County  
Municipal Joint  
Insurance  
Fund  
South Jersey Communities Securing Their Future



## Contact Information

### Property Unit Supervisor:

Joe Lisciandri

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### Fund Solicitor:

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