

REPORTING FORM

IF YOU HAVE RECEIVED VERBAL OR WRITTEN NOTICE OF A CLAIM BEING
MADE AGAINST YOU

OR

IF YOU BECOME AWARE OF AN INCIDENT WHICH COULD RESULT IN A
CLAIM BEING MADE AGAINST YOU FOR AN ALLEGED ERROR, OMISSION
OR NEGLIGENT ACT

PROVIDE IMMEDIATE NOTICE TO:

VERITY CLAIMS MANAGEMENT—GESTION DES RÉCLAMATIONS
(9776478 Canada Inc.)
Suite 420
1860 Appleby Line
Burlington, ON L7L 7H7
647-884-5065
Attention: Katja Kim
katjak@verityclaims.ca

PLEASE COMPLETE THIS FORM TO THE BEST OF YOUR ABILITY AND EMAIL
IT TO VERITY CLAIMS MANAGEMENT—GESTION DES RÉCLAMATIONS

PART I – MEMBER’S INFORMATION

PLEASE INCLUDE A COPY OF CURRENT INSURANCE CERTIFICATE

NAME OF APPRAISER:

MEMBER NO.:

DESIGNATION:

FEE STATUS AT TIME OF APPRAISAL:

TELEPHONE:

EMAIL:

NAME OF COMPANY AT TIME OF APPRAISAL:

RELATIONSHIP TO COMPANY (EMPLOYEE/CONTRACTOR/OWNER):

IF OWNER, PLEASE SPECIFY DETAILS (SOLE, PARTNERSHIP, ETC.):

DO YOU/COMPANY CARRY OTHER INSURANCE (EXCESS OR ADDITIONAL)
THAT MAY APPLY TO THIS MATTER? (IF YES, PLEASE PROVIDE DETAILS):

PART II – HISTORY

DATE YOU FIRST HAD KNOWLEDGE OF THE MATTER/ISSUE/INCIDENT:

HOW WERE YOU MADE AWARE?

PART III – PROPERTY/APPRAISAL IN ISSUE

**PLEASE ATTACH A COPY OF THE APPRAISAL REPORT/RELIANCE
LETTER IN ISSUE**

WAS A MORTGAGE BROKER INVOLVED? (IF YES, PLEASE PROVIDE
DETAILS):

WAS A LENDER INVOLVED? (IF YES, PLEASE PROVIDE DETAILS):

WAS AN APPRAISAL MANAGEMENT COMPANY INVOLVED? (IF YES, PLEASE
PROVIDE DETAILS):

PART IV – CLAIMANT INFORMATION

**PLEASE ATTACH THE COURT DOCUMENTS YOU HAVE BEEN SERVED
WITH OR OTHER CORRESPONDENCE AND/OR DOCUMENT(S) WITH
ALLEGATION(S)/DEMAND(S)**

RELATIONSHIP OF CLAIMANT TO PROPERTY:

PART V – STATEMENT OF FACTS

PLEASE RELATE ALL RELEVANT FACTS PERTAINING TO THIS
MATTER/INCIDENT/ISSUE AS YOU REMEMBER THEM (IN CHRONOLOGICAL
ORDER FROM THE TIME YOU WERE RETAINED TO THE TIME YOU BECAME
AWARE OF THE MATTER/INCIDENT/ISSUE (PLEASE ADD EXTRA PAGES AS
NECESSARY):

SIGNATURE OF PERSON SUBMITTING THIS REPORT:

NAME: _____

SIGNATURE: _____

DATE: _____