

PROPERTY CLAIM INSTRUCTIONS

- If damage is sustained or theft occurs to an automobile, please call Brown & Brown of Garden City immediately. During the call, we will ask you for details and report the claim to the insurance company.
- Please remember that preventative measures must be taken to protect the insured automobile from further damage.
- Take photos of the damage and keep invoices for any emergency services and repairs.

DO NOT INITIATE ANY REPAIRS TO THE INSURED PROPERTY UNTIL THE INSURANCE COMPANY ADJUSTER HAS INSPECTED IT, UNLESS THEY ARE EMERGENCY REPAIRS.

BROWN & BROWN OF GARDEN CITY CLAIMS DEPARTMENT

Available Monday through Friday from 9am – 5pm Eastern Time:

(800) 221-2834 (Outside the NY Tri-State Area)

(516) 247-5900 (NY Tri-State Area)

(516) 217-1352 (Fax)

Account names beginning with: <u>#s, A - H</u> SHARON PAPAGNI Claims Account Executive 516-247-5869 sharon.papagni@bbrown.com	Account names beginning with: <u>I - Q</u> JOANNE O'NEILL Claims Account Executive 516-247-5812 joanne.oneill@bbrown.com	Account names beginning with: <u>R - Z</u> PHYLLIS TAUB Claims Account Executive 516-247-5864 phyllis.taub@bbrown.com
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No claim can be considered reported until you have received confirmation from Brown & Brown of Garden City or the insurance company.