

## PROPERTY LOSS

In case of a loss to your building or contents, please give immediate notice to Catholic Mutual. Appropriate steps should be taken to protect your property from further damage. If it is necessary to make emergency repairs, document these repairs by obtaining photographs and itemized bills.

After notification to Catholic Mutual, a determination will be made as to whether an adjuster will be sent to the loss location. If an adjuster will not be sent, the Catholic Mutual representative that the claim was reported to will give you further instructions on the processing of your claim and what information and documentation will be needed to conclude your claim on a timely basis.

If an adjuster is to be sent, the adjuster will assist you in the further handling of your claim. The adjuster will give you step-by-step instructions on the necessary information and documentation needed for your claim. It would be very beneficial to have available for review by the adjuster all the items damaged, along with any repair estimates you may have secured. Generally, providing as much information as possible will allow your claim to be processed as expeditiously as possible.

**\*\*Please note that effective January 1, 2011, the property insurance deductible for all locations is \$1,000.00. (Increased from \$500.00.)**

**Please contact:**

**Diocesan Claims/Risk Manager  
Catholic Mutual Group  
P.O. Box 44983  
Madison, WI 53744-4983  
(866) 833-3090 Phone  
(608) 833-3794 Fax**