

**Davinson, Helen**

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**From:** DCS - Barbicanrepairs  
**To:** CityofLondon.claims@uk.rsagroup.com  
**Cc:** DCCS - Property Services  
**Subject:** New Claim:

**Send To:** [CityofLondon.claims@uk.rsagroup.com](mailto:CityofLondon.claims@uk.rsagroup.com);  
**Cc:** [propertyservices@cityoflondon.gov.uk](mailto:propertyservices@cityoflondon.gov.uk)  
**Subject:** New Claim [Address]

<b>Site Address:</b>	
<b>Date of Loss:</b>	
<b>Area/Rooms Damaged?</b>	
<b>Tenancy Type :</b>	
<b>Photos Included Y / N:</b>	
<b>Crime No (if relevant):</b>	<b>CAD:</b>
<b>Quotes:</b>	
<b>Reported by Name:</b>	
<b>Caller's Contact:</b>	<b>Home</b> <b>Mobile Ph -</b> <b>Email -</b>
<b>Correspondence Address:</b>	
<b>Escape of Water Claims: Y / N</b>	
<b>When did you first notice the damage?</b>	
<b>Where did the leak originate?</b>	
<b>Is a third party responsible for the leak? Y / N</b>	
<b>If YES, contact details:</b>	
<b>Correspondence address</b>	
<b>Is the water still escaping?</b>	
<b>Is the property still habitable?</b>	
<b>Summary:</b>	
<b>Submitted by:</b>	
<b>RSA Claim Number:</b>	