

# NYU STUDENT FILM - FIRST NOTICE OF CLAIM FORM

## GENERAL INFORMATION

DIRECTOR'S NAME:
ADDRESS:
NAME OF PRODUCTION:
ADDITIONAL CONTACTS:
TELEPHONE # (Director & Additional Contacts):

## TYPE OF LOSS: (Circle type of claim)

1) Equipment 2) Props, Sets & Wardrobe 3) Auto 4) Property Damage 5) Negative 6) Bodily Injury

## LOSS INFORMATION

DATE OF LOSS:
DESCRIPTION OF LOSS:
ESTIMATE OF COST OR DAMAGE:

## CLAIMANT/VENDOR INFORMATION:

NAME:
ADDRESS:
TELEPHONE#
CONTACT:

## HOW TO SUBMIT A CLAIM

PLEASE INCLUDE THE FOLLOWING WHEN SUBMITTING A CLAIM:

1. COMPLETED FIRST NOTICE OF CLAIM FORM
2. RENTAL AGREEMENT (IF CLAIM INVOLVES RENTED LOCATION, VEHICLE OR EQUIPMENT)
3. POLICE REPORT (MANDATORY)

## PLEASE HAND DELIVER THE ABOVE INFORMATION TO:

INSURANCE DEPARTMENT  
7 EAST 12<sup>TH</sup> STREET, 8<sup>TH</sup> FLOOR  
NEW YORK, NY 10003