



## REAL ESTATE MALPRACTICE CLAIM REPORT INSTRUCTIONS

### SECTION A Complete this section for all claims.

1. **INSURER'S NAME** - The full and legal name of the insurance company providing the coverage for this claim.
2. **NAIC GROUP AND COMPANY CODE** - Enter the NAIC four digit group code and the five digit company code for the company listed in Item 1.
3. **INSURER CLAIM FILE NUMBER** - Enter the company file number for this claim. Both alphabetic and numeric characters are permitted. DO NOT USE HYPHENS, DASHES, SLASHES OR SPACES.
4. **INSURED'S CITY, STATE AND ZIP** - Enter the city, state and zip code address for the insured against whom this claim was made. "State" is the two letter official postal code; i.e., MO, MA, KY, etc.
5. **STATUS OF THIS CLAIM** - Use A for each new claim opened and B for each of these new claims which are now closed. Use C if a claim is reopened and D for each of these reopened claims which are now closed.
6. **STATE** - The two letter official postal code of the state where the claim was made.
7. **POPULATION CODE** - Enter the two digit code for the city population where the claim was made.
8. thru 13. (Self-Explanatory)
14. **DATE OF OCCURRENCE** - This date and all other dates are to be reported in the form MM YY.
15. **DATE FIRST REPORTED TO INSURER** - Use the date format specified in Item 14.

### SECTION B Complete this section for each closed claim only.

16. **DATE THIS CLAIM CLOSED OR DISPOSED** - Use the date format specified in Item 14.
17. **CLAIM DISPOSITION** - For this claim, enter the alpha code for **final** method of disposition.
18. thru 23. Round all amounts to the nearest dollar.

### SECTION C Complete this section for all claims.

24. **AREA OF REAL ESTATE** - Enter the alpha code for which area of real estate the insured was retained by the client.
  - A. As agent to procure purchase of property
  - B. As agent to procure property to purchase
25. **MAJOR ACTIVITY CODE** - Indicate the one major activity which the licensee was engaged in at the time the alleged error occurred.
  - A. Listing the property for sale
  - B. Showing property
  - C. Closing and transferring title
26. **ALLEGED ERROR OR OMISSION** - Indicate the one alleged error or omission which is the most significant to the cause of the claim being made.
  - A. Failure to disclose a material fact about the property
  - B. Failure to accurately and correctly complete forms to transfer ownership
  - C. Other (Please describe on front)