

## No Known Loss Letter Requirements

Please use the No Known Loss Letter template below to submit new business for the affected areas noted.

1. The letter must be written, dated, and signed by an authorized officer of the insured, on the **insured's letterhead**.
2. The letter may not reference any specific event. Information is required on **any and all damages**.
3. The letter must include the **location address for each building** for which coverage is requested.
  - a. The letter may reference an attached and signed Statement of Values listing building location addresses and values.
4. There must be a statement in the letter regarding the **current state of the property** for which coverage is requested – it must be in good condition and repair.
5. The letter must indicate that there is **no un-repaired or structural damage** to the property where coverage is requested.

**This requirement does not apply to requests to bind renewal business. Please note that ICW Group does not backdate coverage.**

ICW is accepting business in all other areas and welcomes your submissions. If you have any questions, please do not hesitate to contact your underwriter for further clarification.

# No Known Loss Letter

Date:

Insured:

Locations for which coverage is requested:

Address 1	Address 2	City	State	Zip

\*If you prefer, you may reference an attached and signed Statement of Values

There are no known or reported losses at any of the locations listed above.

The locations listed above or on the attached SOV are in good condition and repair.

Yes  No

There is no un-repaired or structural damage to the property where coverage is requested.

Yes  No

\_\_\_\_\_  
Insured Signature

\_\_\_\_\_  
Date

### Fraud Warning

*Any person who knowingly and with intent to defraud any insurance company or other person file an application for insurance or statement of claim containing any materially false information or conceals for the purpose of misleading information concerning any fact material thereto commits a fraudulent insurance act, which is a crime and subjects such a person to criminal and civil penalties.*

\_\_\_\_\_  
Insured Signature

\_\_\_\_\_  
Date