

# Accident Check List

We can't be there when an accident happens, however we can help you with your claim, and offer assistance with the paperwork.

Here's a little check list and help form detailing some of the items that can sometimes be forgotten in the heat of the moment. You can also use the space on the right to take notes:

- Immediately following a road accident there are a number of things that you should do to assist in proving your claim including:
- Exchange name, address, phone number, insurance company, policy number, driver's license number and registration plate number. If the driver's name is different from the name of the insured, establish the relationship between them and record the name and address of the insured.
- Make a written description of each car, including year, make, model, colour and damage sustained
- Note the exact location of the collision and how it happened.
- Do not admit liability for the accident even if you think it was your fault.
- If possible photograph the damage to all the vehicles, the location and area around the accident and any visible injury
- Take down the names addresses and telephone numbers of any witnesses but do not take any statements from them.
- Keep a diary of the severity of your injuries, medication and treatment, and how you were feeling on a daily basis.
- Record all expenses and if possible retain any receipts.



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