

**TAKE THESE STEPS IMMEDIATELY TO PREVENT FURTHER LOSS OF YOUR PROPERTY**

**Smoke Damage**

- Immediately turn off heating and air conditioning system to prevent migration of soot and odor to the remainder of the dwelling. If you must use it, change the filter first.
- **DO NOT** let anyone touch or sit on soft goods (draperies, bedspreads upholstered furniture, etc...)
- Be sure house is securable.
- Call a professional to assist you.

**Water Damage**

- Turn off the source of water and call a repair service.
- Elevate all furniture, even upholstered furniture with skirts, on unstained wood blocks, (if wood gets wet, **DO NOT** oil it as it will allow water to escape from the wood.)
- Elevate all draperies that are near the floor, using clothes pins if possible.
- Remove all shoes, clay pots, magazines, papers or anything lying on the floor that might leave a stain.

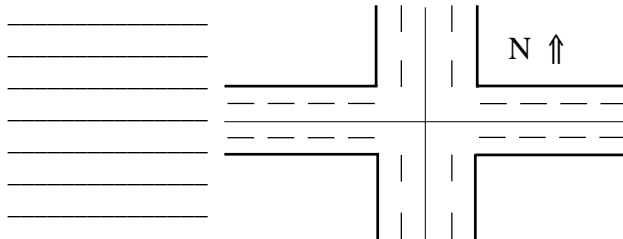
**Vandalism**

- Be sure house is securable.
- If water or smoke-damaged, follow steps listed above.
- If food has been thrown on furniture:
  - 1) Immediately remove it from wood or painted surfaces.
  - 2) Immediately call a professional for assistance if on fabrics.

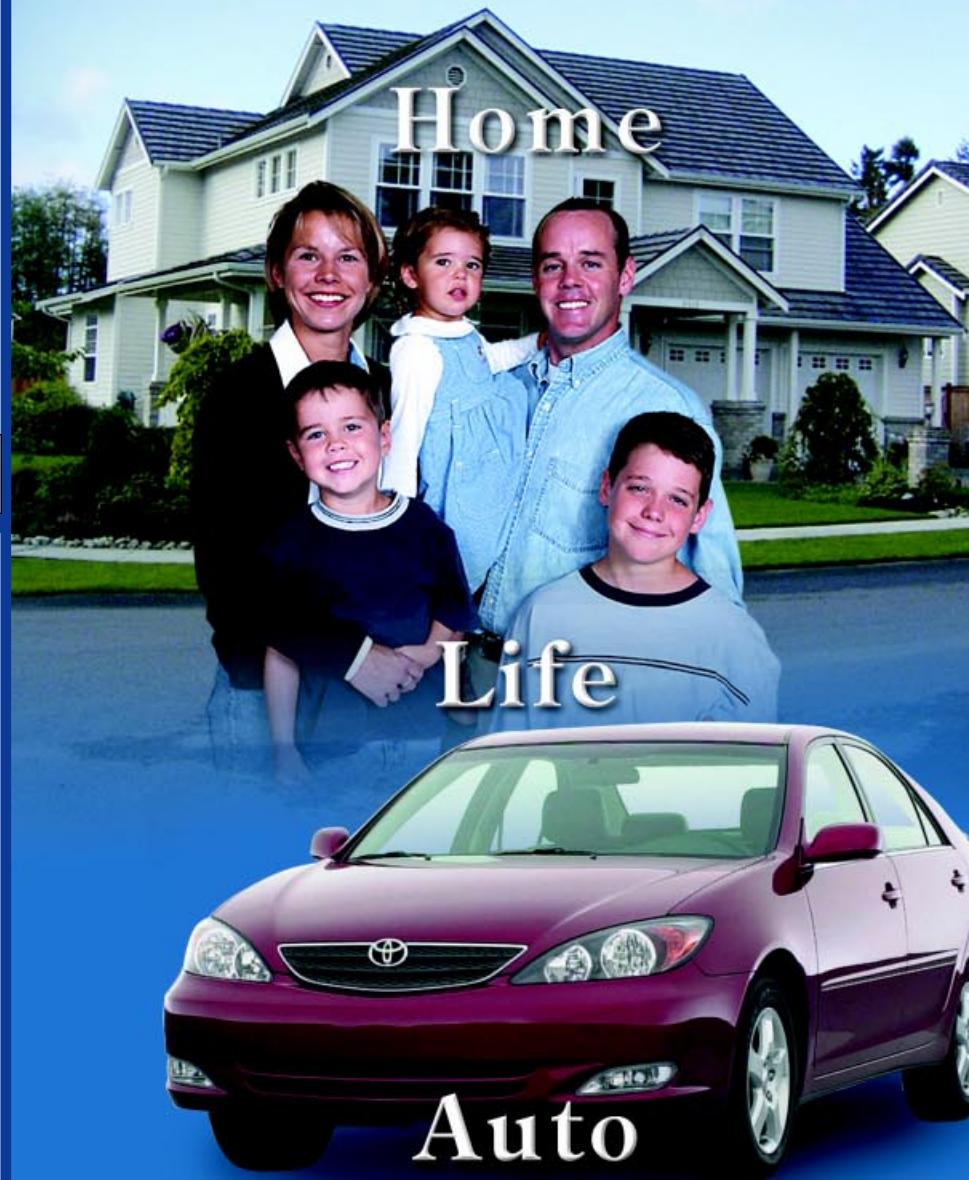
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**In case of Accident Important Info**

Drivers name: \_\_\_\_\_  
 Phone # \_\_\_\_\_  
 D.L. # \_\_\_\_\_  
 Insurance Co. \_\_\_\_\_ Agent: \_\_\_\_\_  
 Agents # \_\_\_\_\_  
 Policy # \_\_\_\_\_  
 Make & Model: \_\_\_\_\_  
 Color: \_\_\_\_\_  
 License Plate # \_\_\_\_\_  
 Police Report # \_\_\_\_\_  
 Officers Badge # \_\_\_\_\_  
 Witness: \_\_\_\_\_  
 Witness: \_\_\_\_\_  
 Comments: \_\_\_\_\_



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