

When to contact CIMA

Except on claims, please contact your account executive directly. If you need to contact us when our office is closed, you can obtain instructions by calling our main number, 703.739.9300 or 800.468.4200, or by going to www.cimaworld.com, clicking on “Contact Us,” and following the links.

What is going on

Acquisitions/mergers/disposals

Autos

Year, make, model, serial number, overnight garaging, cost, lienholder, gross weight

Buildings

Location, replacement value, square footage, use, age, type of construction, mortgagee

Leased premises

Copy of lease

New entities

We need to discuss in detail; please call

Office contents/equipment (yours & others)

Replacement value, location, loss payee. (Some property may be specifically scheduled. In that event, we also need description/serial number.)

Claims

All types other than workers' compensation

Who, what, when, where and how – With this information, first contact your insurance carrier by phone or through the carrier's claims Website. Contact CIMA if the claim involves severe injuries, fatalities, or severe property damage. We will assist, and will monitor the claim.

Workers' compensation

Contact your insurance carrier by phone or through the carrier's claims Website. They will confirm receipt of the claim to you and to CIMA. Let CIMA's Claims Department know if you report a fatality, or if you question the validity of the claim.

Contracts/agreements

(A written agreement with CIMA, specifically providing for these services, is required.)

All types

Copy of agreement, *before* you sign

New services to be offered

We should discuss the insurance ramifications as early as possible. Besides the potential for additional exposures, the insurance cost implications could affect your pricing for these services.