

# STATEMENT GUIDE

## COMMERCIAL PROPERTY THEFT – CORPORATE OFFICER / OWNER

### **Opening**

This is (name of adjuster) conducting a recorded interview (“in person” or “by telephone”) with (name of person being interviewed) on (date of interview) concerning an incident which took place on (date of incident) at (location of incident).

### **Permission**

1. Do you understand that this interview is being recorded?
2. Is it being recorded with your permission?

### **Identification**

1. Would you state your full name, and spell your last name, please?
2. What is your date of birth?
3. What is your social security number?
4. What is your home address?
5. What is your home, cell, and work telephone numbers?
6. What is your marital status?
  - What is your spouse’s name?

### **Employment / Income**

1. Where are you employed?
2. Who is your supervisor?
3. How long have you worked there?
4. What is the nature of your job?
5. What is your annual salary with the company?
6. What are names and phone numbers of the officers of the company?
7. When was the company created or purchased?
  - What are the names, addresses, and phone numbers of the attorneys involved?
8. Have you ever owned other companies in the past?
  - What are the names of those companies?
    - How long were you involved with those companies?
    - What type of business were those companies in?
    - What happened to those businesses?
    - Were there any bankruptcies or seizures of assets?
9. Are you presently involved in the ownership of any other companies?
  - If yes, what are the names of those companies?

Guide 2005S

© 2004 Nationwide Publishing Company, Inc.

<http://www.claimspages.com>

**STATEMENT GUIDE**  
**COMMERCIAL PROPERTY THEFT – CORPORATE OFFICER /**  
**OWNER**

**Company Information**

1. What is the name of your current company?
  - Has the company ever gone by another name?
    - What was that name and what was the reason for the change?
2. Do you or the company own the property affiliated with the business?
  - If no, who is the owner of property?
    - Do you have a copy of the lease?
    - What are the terms of the lease?
    - What is the monthly payment for all locations?
    - Are the company's payments current?
    - Describe any security on the property.
  - If yes, are there mortgages on the property?
    - Who are the listed owners of the property?
    - Who is listed on the mortgage?
    - What are the terms of each mortgage?
    - Are the mortgage payments current?
3. What does the company sell, manufacture, or produce?
4. What is the company's weekly payroll?
5. How many employees are on the payroll?
6. What is the name, address, and telephone number of the company's tax accountant?
7. Are there any bankruptcies, judgments, or liens against you or the company?
8. Describe any credit problems you or the company currently have?

**Time of Loss and Loss Location**

1. Describe the area and location where this loss occurred?
2. What was the date and time that this loss occurred?
3. Describe any signs of forced entry to the home.
4. What employees have access to the area where this loss occurred?
5. Was the business locked when this loss occurred?
6. Describe any alarms that are located on the property?
  - Did the alarm go off when this loss occurred?
  - What are the names of all parties that have the password to the alarm?
7. What is the age of the building?
  - What type of construction is the building?
8. Are all sets of keys to the building accounted for?
  - How many sets of keys are there for the building?
  - What are names and telephone numbers of others who have keys to the building?

Guide 2005S

© 2004 Nationwide Publishing Company, Inc.

<http://www.claimspages.com>

# **STATEMENT GUIDE**

## **COMMERCIAL PROPERTY THEFT – CORPORATE OFFICER / OWNER**

### **Incident Details**

1. Describe to me what happened prior to and during the theft.
2. Who discovered the loss?
  - What are the names of all parties that were present when the loss was found?
3. Did you witness anything or anyone strange in the area prior to the theft occurring?
4. Was any property removed from the building before the theft?
5. What valuables and special equipment were in the building?
6. Describe any damage to the building.
  - Was there any broken glass in the building?
  - Did the glass fall inside or outside of the building?
7. What property was taken from the building?
  - What are the makes, models, serial numbers, and purchase prices of the items?
  - Where were the items purchased?
  - How were the items purchased?
  - Are there any receipts or appraisals of the items?
  - What condition were the items in?
  - Where were the items located in the dwelling?
  - Were similar items ever stolen before?
8. Were you or the company making payments on any of the missing items?
  - Who were you making the payments to?
  - What is your payment and how often do you pay it?
  - Were your payments current at the time of this loss?
  - Do any of the missing items include insurance or warranty contracts?

### **Whereabouts**

1. When did you first become aware that the incident occurred?
2. Who was the last person to see the items before this loss?
3. Where were you when the theft occurred?
4. What are the names, addresses and phone numbers of the people you were with?

### **Suspects**

1. Have you had any problems with anyone prior to the theft occurring?
2. Have any threats been made against you?
  - What are the names and phone numbers of the people making the threats?

**STATEMENT GUIDE**  
**COMMERCIAL PROPERTY THEFT – CORPORATE OFFICER /**  
**OWNER**

**Witnesses**

1. Were there any witnesses to this incident?
  - What are their names, ages, addresses and telephone numbers?
2. Where were they located when the theft occurred?

**Previous Occurrences**

1. Have you had any other thefts, fires, or acts of vandalism to your buildings or vehicles?
2. Explain any other insurance you have for this loss?
3. Explain any similar claims you have filed for this type of loss.

**Police Investigation / Post Accident Discussions**

1. Were the police called to the scene?
  - Who called them?
2. Who investigated the theft? (City police, sheriff, or state patrol)
3. Did you overhear any conversations between the police officer and anyone else?
  - What was said in each conversation?

**Closing**

1. Is there anything you would like to add regarding this incident?
2. Have you understood all of the questions asked?
3. Is all of the information that you have given true to the best of your knowledge?
4. Do you understand that this interview has been recorded?
5. Was it recorded with your permission?

Thank you. This concludes our interview.