



Duties In The Event Of Loss

You must see that the following are done in the event of loss or damage to Covered Property:

- 1. Notify the police if a law may have been broken.**
- 2. Give us prompt notice of the loss or damage. Include a description of the property involved. Please send a fax or email with notice of the loss to 630-654-4447 or info@mavon.com. Be sure to include your company name.**
- 3. As soon as possible, give us a description of how, when and where the loss or damage occurred.**
- 4. Take all reasonable steps to protect the Covered Property from further damage, and keep a record of your expenses necessary to protect the Covered Property, for consideration in the settlement of the claim. This will not increase the Limit of Insurance. However, we will not pay for any subsequent loss or damage resulting from a cause of loss that is not a Covered Cause of Loss. Also, if feasible, set the damaged property aside and in the best possible order for examination.**
- 5. You will not, except at your own cost, voluntarily make a payment, assume any obligation, or incur any expense without our consent.**
- 6. As often as may be reasonably required, permit us to inspect the property proving the loss or damage and examine your books and records.**

Also permit us to take samples of damaged and undamaged property for inspection, testing and analysis, and permit us to make copies from your books and records.
- 7. We may examine any insured under oath, while not in the presence of any other insured and at such times as may be reasonably required, about any matter relating to this insurance or the claim, including an insured's books and records. In the event of an examination, an insured's answers must be signed.**
- 8. Send us a signed, sworn proof of loss containing the information we request to settle the claim. You must do this within 60 days after our request. We will supply you with the necessary forms.**
- 9. Immediately send us copies of any demands, notices, summonses or legal papers received in connection with the claim or suit.**
- 10. Cooperate with us in the investigation or settlement of the claim.**