

# **LIABILITY CLAIM INSTRUCTIONS**

- Try to remain calm and prevent further injury or damage
- Contact the police or other emergency services if necessary
- Never admit liability or make a promise to pay for injuries or damages. If pressed, simply explain you will report the matter to your insurer who will handle it.
- Collect information on any possible claimants and witnesses (name, address, date of birth and contact information).
- Note the date, time and location.
- Take notes of the matter while they are still fresh in your mind.
- Report the claim to Sobel Affiliates immediately. You can call, fill out our report form and fax or email it in, or report it online.
- Send any lawsuit, attorney letter or any other demand letter to us immediately.

## **SOBEL AFFILIATES CLAIMS DEPARTMENT**

**From 9 am- 5 pm EST Monday through Friday Call:**

**(800) 221-2834 (OUTSIDE NY TRI-STATE AREA)**

**(516) 745-1111 (NY TRI-STATE AREA)**

**(516) 745-5733 (FAX)**

**PHYLLIS TAUB, Senior Claims Representative**

**516-880-9264**

**[ptaub@sobelins.com](mailto:ptaub@sobelins.com)**

**Customer Names: M-Z**

**BRIAN ROSICKY, Claims Representative**

**516-880-9266**

**[brosticky@sobelins.com](mailto:brosticky@sobelins.com)**

**Customer Names: A-L**

**No claim can be considered reported until you have received confirmation from Sobel Affiliates or the insurance company.**