

The Whaler on Kaanapali
Beach, AOA

THE WHALER ON KAAPALI BEACH CLAIMS REPORTING PROCEDURES

January 31, 2019 to January 31, 2020

The objective of this reference sheet is to aid you in reporting various types of insurance claims. Quick claim reporting is the key to proactive claims management and an integral component in mitigating any losses.

All claims should be promptly reported to the property manager, Mila Salvador.. In turn, the claim should be reported to Atlas Insurance Agency and they will contact the respective insurer. For unit owners, you should also notify your personal lines carrier or agent.. Do not hold up a claim report if all of the information is not available.

The following steps should be taken to report a claim or an incident that may lead to a claim:

1. Determine type of claim, date time and who is involved.
2. Collect all readily available information such as extent of damage, inventory of damage, etc. Take Photos if possible.
3. Notify **your** agent so they can complete a claim report.
4. Call or fax report to respective agent or insurer
5. Keep copy for your record
6. Take action to prevent further damage to your unit.

PROPERTY INSURANCE FOR AOAO

Insurer: DB Insurance Co.

1440 Kapiolani Blvd. Suite 950
Honolulu, HI 96814
Policy # DPP1100016-08

- **Contact Atlas Insurance Agency**
- Ron Tsukamaki, Oahu office at 808-533-8705 Email: rtsukamaki@atlasinsurance.com
- Or Della Nakamoto, Maui office at 808-244-5561.ext 208 Email: dnakamoto@atlasinsurance.com

GENERAL LIABILITY FOR AOA

Insurer: DB Insurance Co.

1440 Kapiolani Blvd. Suite 950
Honolulu, HI 96814
Policy #: DPP1100016-08

- **Contact Atlas Insurance Agency**
- Ron Tsukamaki, Oahu office at 808-533-8705
- Or Della Nakamoto, Maui Office at 808-244-5561 ext. 201

DIRECTOR'S & OFFICERS OR OTHER TYPE OF CLAIM

Agent: Atlas Insurance Agency

Claims Administrator Keane Muranaka
Mailing Address 201 Merchant Street
Suite 1100
Honolulu, HI 96813
Phone Number (808) 533-8768
Fax Number (808) 550-1064
Email kmuranaka@atlasinsurance.com

Reporting:

If an oral or written demand or report or lawsuit is received, please send it to Atlas for review and forwarding to the appropriate insurer for handling

IN THE EVENT OF A SERIOUS OR CATASTROPHIC CLAIM

Agent: Atlas Insurance Agency

Claims Administrator Keane Muranaka
Mailing Address 201 Merchant Street
Suite 1100
Honolulu, HI 96813
Phone Number (808) 533-8768
Fax Number (808) 550-1064
Email kmuranaka@atlasinsurance.com

Reporting:

Please contact Atlas' Claims Consultant, Keane Muranaka at (808) 533-8768, who will be able to provide you with information on how to proceed with your claim.

IN THE EVENT OF A LAWSUIT

Agent: Atlas Insurance Agency

Claims Administrator Keane Muranaka
Mailing Address 201 Merchant Street
Suite 1100
Honolulu, HI 96813
Phone Number (808) 533-8768
Fax Number (808) 550-1064
Email kmuranaka@atlasinsurance.com

Reporting:

If a lawsuit is received, please send it to Atlas for review and forwarding to the appropriate insurer for handling

