



# BUSINESS INCOME LOSSES

## CIVIL AUTHORITY/MANDATORY EVACUATION

**Documenting a business income loss claim due to civil authority involves several key steps. Here's a general guide to help you through the process:**

1. **Review Your Policy:** Understand the specific provisions of your business interruption insurance policy, especially those related to civil authority coverage. This will help you know what is covered and any limitations such as a waiting period for a specified amount of time before coverage begins.
2. **Document the Circumstances:** Keep detailed records of the event that led to the business interruption, including any orders from civil authorities, such as evacuation orders or access restrictions.
3. **Provide Timely Notice:** Notify your insurance company as soon as possible about the interruption and loss. Delayed claim reporting may affect your claim.
4. **Proof of Loss:** Prepare a comprehensive proof of loss statement. This should include:
  - + Financial statements showing income before and after the interruption.
  - + Detailed records of expenses incurred due to the interruption.
  - + Any mitigation efforts you undertook to reduce the impact of the interruption.
5. **Quantify the Loss:** Calculate the amount of income lost due to the interruption. This may involve comparing historical income data with the period affected by the civil authority order. Your insurance carrier adjuster may hire a third-party forensic accountant to assist in determining the amount of the loss.
6. **Record Mitigation Activities:** Document all actions taken to mitigate the loss, such as temporary relocations or alternative business operations.
7. **Communicate with Adjusters:** Maintain open communication with your insurance adjuster. Cooperate with their investigation by providing all requested documentation and answer questions about your claim.
8. **Request Interim Payments:** If your policy allows, request an advanced payment and interim payments to help cover ongoing expenses while your claim is being processed.
9. **Be Aware of Deadlines:** Ensure you meet all deadlines for submitting documentation and responding to requests from your insurer.

**By following these steps, you can effectively document and support your business income loss claim due to civil authority. If you have any specific questions or need further assistance, feel free to ask your IMA representative.**

