



WHAT TO DO AFTER AN AUTO ACCIDENT

1. **Call 911** and report the accident.
2. **Move your vehicle** to a safe location, if possible.
3. **Record the facts** completely and accurately by completing the information at right and taking photos. See “quick tip” below. This includes recording names, contact information, and insurance information of the other drivers, and contact information of any witnesses.
4. **Take notes and photos** of any property damages caused by the accident.
5. **Do not admit fault.** Only give out information required by authorities, and do not sign any statements.
6. **Contact Manry Heston** at 770-939-3231 to report the claim; **or**
7. **Call your insurance company** directly to report the claim, receive towing assistance for your vehicle, and arrange for a rental car. Claims reporting info can be found on your insurance card or on the carrier’s website.

Quick Tip: At minimum take a photograph of the other party’s driver’s license, insurance card, tag number, and damages. **DO NOT RELY ON THE POLICE REPORT.** Waiting on the police report slows down the claims process.

Accident Details

When _____ at _____ am pm

Where _____

Weather Conditions: Clear Rain Snow Fog Sheet Other

Road Conditions: Dry Wet Icy Under Construction Other

Responding Police Department and Report No. _____

Describe the accident: _____

Other Vehicle

Year _____ Make _____ Model _____

License Plate # _____ Color _____ # of Passengers _____

Vehicle Owner _____ Damage _____

Other Driver

First Name _____ Last Name _____

Address _____ City, State, Zip _____

Phone Home _____ Business _____ Cell _____

Driver’s License # _____ Policy # _____

Insurance Company _____

Witness #1

First Name _____ Last Name _____

Address _____ City, State, Zip _____

Phone Home _____ Business _____ Cell _____

Witness #2

First Name _____ Last Name _____

Address _____ City, State, Zip _____

Phone Home _____ Business _____ Cell _____