⊘ Xcel Energy®

Dear Customer

Thank you for your recent request for a Claim Application.

Our Claims Department is available to guide you through this process. To help process your claim more efficiently, we are providing the enclosed forms. It is very important that you provide a complete and detailed description of the incident that you believe caused your loss. That information will assist us as we investigate what occurred. It is also necessary that all invoices or receipts substantiating your loss accompany the claim form.

We will make every effort to process your claim as quickly as possible. However, since our investigation may include an analysis of the reliability data for your area, interviews with field personnel, and a review of weather conditions at the time of the incident, **processing time could take up to 90 days to complete**. We will be in contact with you if we have questions during the investigation process.

Our responsibility for damages caused by power interruptions and disturbances is governed by a document known as a tariff, which the Company has filed with the state regulatory commission. This tariff makes us responsible for certain damages if caused by our negligence. We are not responsible, however, for injuries or losses caused by circumstances beyond our control, such as equipment failure or acts of nature (floods, fires or weather-related incidents).

As you consider whether to file a claim you may also want to consider contacting your insurance company to inquire if your loss would be covered by your homeowner's insurance policy. If you wish to continue with this claims process, please complete the enclosed Claim Application and mail it back to our office. The Claims Investigator assigned to your case is available for any questions or concerns you may have during the process and will advise you of the company's decision based on the results of the investigation.

Please note that all states have a Statute of Limitations. Statutes of limitations are laws that set the maximum time after an event when a legal proceeding can be filed in court. You can review your state laws to learn more about the statute of limitations that may apply to your situation.

Once again, thank you for your inquiry and patience during this process.

Sincerely,

Xcel Energy - Claims Services Dept.
Enclosures

Xcel Energy®

Claim Application

1

Last name _____ First name _____ Middle Initial _____

Home phone number _____ Cell number _____ Work number _____

Street address _____ City _____ State _____ ZIP _____

Mailing address, if different _____ City _____ State _____ ZIP _____

Email address _____ Property Owner _____

2

Date and time of damage _____ ☐ a.m. ☐ p.m.

Address where damage occured _____ Xcel Energy account number _____

Were Xcel Energy personnel performing work in or near the area where the problem occurred? ☐ Yes ☐ No ☐ Not known

If yes, what type of work? _____

If underground damage, were locations of damaged facilities provided prior to excavation? ☐ Yes ☐ No

If yes, locate ticket number: _____

3

Please give a detailed description of how the damage occurred and to what. Please attach photographs of the damage and the area. Please attach all purchase or repair receipts along with all other supporting documentation that you have relating to this claim and complete **list of items** sheet on next page.

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

Total amount claimed $ _____

4

Injuries involved ☐ Yes ☐ No   Name of injured party _____ Age _____

Address of injured party _____ City _____ State _____ ZIP _____

Witness _____ Phone number _____

Address of witness _____ City _____ State _____ ZIP _____

Has a claim been previously filed? If yes, when and to whom? _____

Signature of claimant _____

By signing this form, I attest that none of the above statements are fraudulent and certify that all the information is true and accurate to the best of my knowledge.

Printed name of claimant _____ Date signed _____

Please return to: Xcel Energy Claims Department, 401 Nicollet Mall - 8th Floor, Minneapolis,
MN 55401 Email: **NorthClaims@xcelenergy.com**; phone number: **612.215.4512**

16-07-435

List of items

The following is a schedule of the articles known to be damaged.

Important — Please attach receipts, cancelled checks or other proof of ownership to support and document your claim.

Date of loss _____

Page _____ of _____

Complete columns 1 through 9

Columns 10 through 14 for company use only

1	2	3	4	5	6	7	8	9	10	11	12	13	14
Item	Qty.	Description of item (Brand name, model number, features, model year and serial number)	Where purchased/ obtained (name, address and phone)	Where purchased/ obtained (MM/YY)	Payment method (cash, check, credit or gift)	Original receipts available Yes or no	Original cost	Current replacement cost	Depreciation factor (%)	Depreciation	ACV (Actual cash value)	Paid	Replacement/depreciation source/comments

⌁ Xcel Energy® | RESPONSIBLE BY NATURE®

xcelenergy.com | © 2016 Xcel Energy Inc. | Xcel Energy is a registered trademark of Xcel Energy Inc. | 16-07-435