

# ARAG® Claim Form: Real Estate Transactions



## A. INSTRUCTIONS

1. Complete all information in sections B, C and D. Plan Member ID can be found on the member's ARAG® Legal Benefits Card. Plan Member ID may not be Social Security number.
2. Attorney's signature is required, located on reverse side of this form.
3. Mail Claim Forms to: **ARAG®, P.O. Box 9171, Des Moines, IA 50306-9171** or fax to **515-237-0278**.
4. If you are providing services to a Client other than the Plan Member, be sure to verify the Client is covered under the policy by contacting ARAG's Claim Center at **866-ARAGLAW (866-272-4529)**.
5. Claims must be submitted within 120 days after the completion of the legal service to be entitled to payment.
6. For questions, refer to plan updates on the Attorney Forum [www.ARAGgroup.com/Attorneys](http://www.ARAGgroup.com/Attorneys) or call us at **866-ARAGLAW (866-272-4529)**, Monday through Friday, 7:00 a.m. – 7:00 p.m. Central time.

## B. PLAN MEMBER AND CLIENT INFORMATION

PLAN MEMBER ID (REQUIRED)

PLAN MEMBER NAME (LAST, FIRST, MIDDLE INITIAL) (REQUIRED)

PLAN MEMBER STREET ADDRESS

PLAN MEMBER CITY/STATE/ZIP

 / /

PLAN MEMBER HOME PHONE NUMBER

 ( )

PLAN MEMBER WORK PHONE NUMBER

 ( )

PLAN MEMBER GROUP OR EMPLOYER NAME

DATE OF BIRTH OF PLAN MEMBER (REQUIRED)

 Month/Day/Year / /

PLAN MEMBER E-MAIL ADDRESS

CHECK IF PLAN MEMBER IS COVERED BY ANOTHER LEGAL PLAN

If Client is NOT the Primary Plan Member, please complete Client information below:

CLIENT NAME (LAST, FIRST, MIDDLE INITIAL) (REQUIRED)

CLIENT STREET ADDRESS (IF OTHER THAN PLAN MEMBER'S) (REQUIRED)

CLIENT CITY/STATE/ZIP (IF OTHER THAN PLAN MEMBER'S) (REQUIRED)

 / /

CLIENT RELATIONSHIP TO PLAN MEMBER

SELF       SPOUSE       CHILD

DATE OF BIRTH OF CLIENT (REQUIRED)

 Month/Day/Year / /

CHECK IF CLIENT IS COVERED BY ANOTHER LEGAL PLAN

IF CHILD IS OVER 18 YEARS INDICATE IF: (REQUIRED)

DISABLED  
 STUDENT (IF STUDENT, INCLUDE SCHOOL NAME, ADDRESS AND PHONE)

## C. ATTORNEY BILLING INFORMATION *Only to be completed by the Network Attorney. (REQUIRED)*

ATTORNEY NAME (LAST, FIRST, MIDDLE INITIAL)

ATTORNEY STREET ADDRESS

ATTORNEY CITY/STATE/ZIP

 / /

ATTORNEY 12 DIGIT ID NUMBER (ASSIGNED TO YOU BY ARAG®)

ATTORNEY PHONE NUMBER

 ( )

ATTORNEY FAX NUMBER

 ( )

ATTORNEY E-MAIL ADDRESS

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## D. CLAIM INFORMATION

Please check all that apply and provide information as requested. *Remember that all plans do not have all coverages.*

Date plan member first contacted your office regarding this legal matter:  /  /

### 1. Sale of Residence (Check one only)

Hours

- Legal advice and document review only – no correspondence, negotiations, document preparation, calls to third parties, etc.
- Legal advice, preparation of final contract, review and preparation of documents in a transaction which terminates prior to closing
- Review of documents in a transaction which closes
- Legal advice, preparation of final contract, review and preparation of documents and attendance at final closing

### 2. Purchase of Residence (Check one only)

Hours

- Legal advice and document review only – no correspondence, negotiations, document preparation, calls to third parties, etc.
- Legal advice, preparation of final contract, review and preparation of documents in a transaction which terminates prior to closing
- Review of documents in a transaction which closes
- Legal advice, preparation of final contract, review and preparation of documents and attendance at final closing

### 3. New Construction of Residence (Check one only)

Hours

- Legal advice and document review only – no correspondence, negotiations, document preparation, calls to third parties, etc.
- Legal advice, preparation of final contract, review and preparation of documents in a transaction which terminates prior to closing
- Review of documents in a transaction which closes
- Legal advice, preparation of contract(s), review and preparation of documents and attendance at construction loan closing and final closing

### 4. Refinance of Residence (Check one only)

Hours

- Legal advice and document review only – no correspondence, negotiations, document preparation, calls to third parties, etc.
- Legal advice, preparation of final contract, review and preparation of documents in a transaction which terminates prior to closing
- Review of documents in a transaction which closes
- Preparation of final contract, review and preparation of documents and attendance at final closing as "settlement agent"

### 5. Is this matter complete?

- Yes     No

**ATTORNEY'S SIGNATURE:** *By submitting this claim form, I attest to the accuracy of the information submitted and agree to provide additional information necessary to adjudicate this claim. Additionally, I certify that I agree to the terms of the current Network Attorney Agreement and any subsequent amendments thereof.*

|   |       |
|---|-------|
| <div style="font-size: 2em; font-weight: bold; text-align: center;">X</div> | DATE: |
|---|-------|

Claim Fraud Warning Statement: Any person who, with intent to defraud or knowing that he or she is facilitating a fraud against an insurer, submits an application or files a claim containing a false or deceptive statement, may be guilty of insurance fraud.