

Property Loss Report Form

The Property Loss Report Form should be used for reporting physical loss of, or damage to, district property. Please complete the loss report form in its entirety.

District Location: _____

Loss Reported and completed by: _____

Claims contact person: _____ Contact phone number: _____

PROPERTY LOSS DETAILS

Does the property loss involve a single district location? Yes No

If yes, indicate campus: _____

If no, list all district locations involved in loss: _____

Date of Loss: ___/___/___ Time of loss: _____ AM PM

If time of loss is an estimate please explain further: _____

Weather at time of loss, if applicable: _____

Description of loss (what, where, and how): _____

Has the district contacted a vendor to respond to the loss? Yes No

If yes, complete the section below.

Date contacted: ___/___/___ Company Name: _____

Contact name: _____ Phone number: _____

Has vendor started work? Yes No Date work started: _____

What action was taken by the district following the loss? _____

Description of property damaged: _____

Estimated amount of loss: _____ Age of building: _____

OTHER INFORMATION

Was the loss caused by a third party? Yes No

If yes, provide information below if known. _____

Name (individual or firm): _____

Address: _____ Phone number: _____

Reported to Law Enforcement Agency (Sherriff, Police or Fire Department)? Yes No

Date reported: ___/___/___ Agency name: _____

Office name and ID number: _____ Report number: _____

Witness information (if Applicable)

First witness full name: _____ Phone number: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Second witness full name: _____ Phone number: _____

Address: _____ City: _____ State: _____ Zip Code: _____

ADDITIONAL COMMENTS