



Property Loss Report

Instructions

For all new claims, fill out the information below and submit the completed form to Risk Management.

- More information regarding claims reporting and requirements is available on the [Risk Management website](#).
- To report a claim for contents, return this completed form with the [Personal Property/Contents Claim Tracking](#) document.

Note: there is a \$25,000 departmental deductible that applies to each claim.

Claim Contact

Name:	<input type="text"/>
Department:	<input type="text"/>
Phone number:	<input type="text"/>
Email address:	<input type="text"/>

Claim Details

Campus:	<input type="text"/>
Date of Incident:	<input type="text"/>
Location of Loss:	<input type="text"/>
Date of Loss:	<input type="text"/>

Any Injuries? If yes, describe:

Brief description of incident

Brief description of property damaged