



School Insurance Specialists

# PROPERTY LOSS REPORT

Complete this form for any loss involving physical damage to any member-owned property, or other property/monetary loss incurred by the member.

**All damaged property should be retained for our inspection.**

Examples of when this form should be completed include, but are not limited to, the following:

- Fire/Lightning Damage
- Wind/Hail Damage
- Water Damage
- Explosion
- Collapse
- Theft/Vandalism
- Embezzlement/Fraud
- Boiler/Machinery Losses

## GENERAL INFORMATION

MEMBER NAME \_\_\_\_\_

CONTACT PERSON/TITLE \_\_\_\_\_

PHONE \_\_\_\_\_

NAME OF BUILDING/ADDRESS \_\_\_\_\_

LOCATION OF LOSS \_\_\_\_\_

DATE OF LOSS \_\_\_\_\_

TIME OF LOSS \_\_\_\_\_

A.M.  P.M.

Describe how loss occurred: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List property damaged or stolen (or attach separate list): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Salvageable items?  YES  NO Describe: \_\_\_\_\_

NAME OF POLICE/FIRE DEPT. \_\_\_\_\_

PHONE \_\_\_\_\_

ADDRESS OF POLICE/FIRE DEPT. \_\_\_\_\_

POLICE/FIRE REPORT NUMBER \_\_\_\_\_

CONTACT \_\_\_\_\_

Additional remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

REPORT PREPARED BY \_\_\_\_\_

PHONE \_\_\_\_\_

TITLE \_\_\_\_\_

PHONE \_\_\_\_\_

DATE \_\_\_\_\_