



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

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 _____