



PROPERTY LOSS REPORT

The Texas A&M University System – Risk Management
200 Technology Way, Suite 1120, College Station, Texas 77845-3424 Campus Mail Stop: 1262
Phone Number: (979) 458-6330 Fax Number: (979) 458-6247

SYSTEM MEMBER INFORMATION	System Member: _____ Department/Division: _____ Contact Person: _____ Phone #: _____
DATE AND LOCATION OF LOSS	Date of Loss: _____ Time of Loss: _____ <input type="checkbox"/> AM <input type="checkbox"/> PM Place of Loss: <input type="checkbox"/> On Campus <input type="checkbox"/> Off Campus _____ _____
TYPE OF LOSS	<input type="checkbox"/> Theft <input type="checkbox"/> Fire <input type="checkbox"/> Vandalism <input type="checkbox"/> Other (Explain) _____
DESCRIPTION OF LOSS	Narrative: _____ _____ _____ <i>See back to make additional comments</i> Is Property repairable? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown (Explain) _____
DESCRIPTION OF PROPERTY	Description of Property: _____ Serial Number: _____ Inventory Number: _____ Owner of Property: _____ Value: _____
POLICE OR FIRE REPORT	Report Filed: <input type="checkbox"/> Yes <input type="checkbox"/> No Case #: _____ Agency Reported To: _____ Officer Name: _____ Address: _____ Phone #: _____
INSURANCE	Is Property Insured? Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown <input type="checkbox"/> If yes, please provide policy information: _____

This section should be signed by the person completing this report!

Name: _____ Title: _____

Department: _____ Phone #: _____ Date: _____

See back for further instructions and to make additional comments

Additional Comments: (Please provide any supplemental information)

Instructions for completion of Loss Report:

The A&M System carries an insurance policy that covers specifically scheduled equipment. If equipment has been damaged, destroyed or stolen, please contact your Property Manager's Office to determine if that equipment was insured under an insurance policy.

If the damaged equipment is insured under an insurance policy, please fax a copy of this form to System Risk Management at (979) 458-6247. Please include the police report and/or repair estimates or quotes for replacing the equipment with the form.

It is very important to notify System Risk Management as soon as possible of any potential claim. For further information or support, please contact us at (979) 458-6330.

Things to remember when filing a claim:

Theft/Burglary

- Police report **must** be filed for this type of claim. Please provide us a copy of the report.
- Purchase Invoice - please attach to Loss Report.
- Replacement Invoice / Estimate – Required by insurance carrier, attach to Loss Report.

Lightning Damage

- Purchase Invoice - please attach to Loss Report.
- Repair Invoice - invoice must indicate damage caused by lightning. If item is not repairable, invoice must indicate this. Attach invoice to Loss Report.
- Replacement Invoice / Estimate - if item is not repairable, attach to Loss Report.

All Other Damage

- Purchase Invoice - please attach to Loss Report.
- Repair Invoice / Estimate - if item has been repaired or inspected, attach to Loss Report.
- As much information regarding the incident should be indicated on the front of this form to assist the adjuster in determining coverage for the loss. Attach additional pages if necessary.

For further information or assistance, please contact System Risk Management at (979) 458-6330.