



PROPERTY LOSS NOTICE

Date of this report: _____

Insured: _____

Date of Loss: _____ Time loss occurred: _____ a.m. p.m.

Location of loss: _____
(Address, City, State & Zip Code)

Description of Loss: _____

Were the Police called? yes no (Police report must be filed for all theft and vandalism claims). If yes, Police Department and Report Number: _____

List of items stolen or damaged (include serial numbers where applicable):

Employees involved (if any):
Name: _____ Phone _____
(Area code + number)

Name: _____ Phone _____
(Area code + number)

Witnesses: _____ Employee? yes no
Name, area code, phone number

Person completing report: _____ Phone _____
(Area code + number)