

DARTMOUTH

DARTMOUTH COLLEGE PROPERTY LOSS REPORT

Dartmouth policy requires that this report be filed within 24 hours of loss. This report must be completed in its entirety and emailed to Lisa.A.Roche@dartmouth.edu and Risk.Management@Dartmouth.edu. **Claims not submitted within 30 days are the financial responsibility of the department.** Omission of information could result in a delay of benefits. Deductible applies to all losses.

Department:	Contact person:
Phone #:	E-mail:
Date of Loss:	Time:

Location:

Nature of Loss: Fire Wind Water Collapse Theft Vandalism Other

Description of loss:

Damage Sustained:

Repair estimate:

Contractor:

EQUIPMENT LOSS

Year:	Brand:	Model #:	Serial #:
Damage:			Repair Estimate:
Year:	Brand:	Model #:	Serial #:
Damage:			Repair Estimate:
Year:	Brand:	Model #:	Serial #:
Damage:			Repair Estimate:

RESPONDING LAW ENFORCEMENT AGENCY:

Safety & Security Notified?	Yes	No	Officer:
Police?	Yes	No	Department:
Address:			Officer:
Photos taken?	Yes	No	By Whom?
			Phone:

ADDITIONAL COMMENTS

Reporting Individual's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____