



**Idaho State
University**

PROPERTY LOSS REPORTING FORM

Please report as soon as you are aware of a potential loss. Send to Risk management via email at aubrienield@isu.edu. Call Risk Management at once to report potentially large claims; or losses from water, fire, HVAC machinery, electrical damage, or release of toxic materials: (208)282-5741.

REPORT DATE: _____ **DATE OF LOSS:** _____

LOCATION OF LOSS [*Address & Name of Property or Building*]: _____

TYPE OF LOSS:

Fire _____	Explosion _____	Theft _____
Wind _____	Machinery _____	Power Outage _____
Water _____	Breakage _____	Other _____

DAMAGED OR STOLEN PROPERTY: _____

DESCRIPTION OF LOSS: _____

ESTIMATED DOLLAR AMOUNT OF LOSS: _____

Who should be contacted for further information? (include name, phone number, and email address): _____

REPORT SUBMITTED BY: Aubrie Nield _____ **PHONE:** (208)282-5741