



**Idaho State
University**

PROPERTY LOSS REPORTING FORM

Please complete this 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

DESCRIPTION OF DAMAGED/LOST/STOLEN PROPERTY

DESCRIPTION OF HOW LOSS OCCURRED

ESTIMATED DOLLOR AMOUNT OF LOSS

WHO SHOULD BE CONTACTED FOR ADDITIONAL INFORMATION [name, phone number, and email address]