



**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 [risk@isu.edu](mailto:risk@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]: \_\_\_\_\_

\_\_\_\_\_

<b>TYPE OF LOSS:</b>	Fire	Explosion	Theft
	Wind	Machinery	Power Outage
	Water	Breakage	Other

### DESCRIPTION OF DAMAGED/LOST/STOLEN PROPERTY

### DESCRIPTION OF HOW LOSS OCCURRED

### ESTIMATED DOLLAR AMOUNT OF LOSS

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