Please use the checklist below to assure all pertinent information has been gathered and the ASU Property Loss Report is complete before submitting it to ASU Risk Management.

Section 1  Contact Person Knowledgeable of the Loss
☐ Name of person regarding the incident including the telephone number, facsimile transmission number, and mail code.

Section 2  Facts Regarding the Incident
☐ Location - include the department and the building where the loss occurred.
☐ The date the loss occurred.
☐ Submit a brief description of the property and the circumstances surrounding the incident. Attach a detailed narrative report from the initial contact person.
☐ Notification - who was first notified after the loss had been discovered.

Attachment: __Include photographs; they serve to substantiate the extent and type of damage, legitimizing the claim, providing proof of unlawful entry, or exhibiting type of specialized equipment.

Section 3  Property
☐ Property control and serial number.
☐ Estimated amount of loss (approximate cost of repairs or replacement).

Attachments: __Property Relocation Authorization form __copy of original purchase order __original invoice (copies not acceptable).

Section 4  Police Report
☐ Include the police report number if the loss is due to criminal damage or theft. If University property is damaged, then a detailed explanation of the incident must be included.

Section 5  Area Org
☐ Department account number for reimbursement purposes.

Section 6  Facilities Management Work Order Number
☐ If building repairs are connected with the loss, include the ASU Facilities Management work order number.

Section 7  Comments
☐ Any additional comments you may have concerning the loss.

Reporting Information - person's name that prepared the report, telephone number, and date.

Questions regarding this form and the insurance recovery process can be directed to e-mail iccdc@asuvm.inre.asu.edu or (602) 965-1851.