PROPERTY LOSS REPORT CHECKLIST

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@asuv.inre.asu.edu or (602) 965-1851.