

Property Loss Report (University Property Only)

Submit completed forms by attaching to a new [ServiceNow General Request](#) and select request type 'Claims' – for detailed instructions, see our [Claims Management](#) webpage (scroll to the bottom). Note: if you are submitting a claim for your personal property, you must use the **Non-Vehicle-Related Claims Form**.

Date/Time/Location of Incident

Date of Incident: Time of Incident: Incident Only On UC Premises

Location (please include address/city/county/intersection/etc):

Department Information

Name of department: Division: Account to reimburse:

Contact Name: Phone number: Email:

Property Loss/Damage

Description of property (make, model, serial #, etc.):

UCOP tag # (if applicable): KFS asset #:

Original cost: Estimated replacement cost:

Owner of Property:

Peril: Fire Flood Hail Lightning Theft: forced entry Water Wind Vandalism

Other (please describe): Deferred Maintenance Issue? Yes No

Reported to Police? Yes No Name of Agency & Location:

Date Reported: Case Report #:

Name of Officer: Badge Number:

Other Parties Involved (complete applicable areas)

Name: Driver's License #: Date of Birth:

Address: Phone #: Work #:

Name of Insurance Carrier: Policy #:

Vehicle Year/Make/Model: Vehicle License #:

Registered Owner's Name (if other than driver):

Phone #: Work #: Date of Birth:

Address:

Other Property/Vehicle Damage:

Incident Description

Risk Management use only below this line

Program Coverage: Environmental Boiler & Machinery Property Crime Fine Arts Marine

Incident/Claim # Department Code #

Gross Loss: Deductible: Amount to Fund:

Claim Documentation: Photographs Repair/Replacement Invoice Subrogation

Police Report Number: Other:

Additional Comments

Denial Date: Denial Reason:

Reviewed By: Date: