

NOTICE OF LOSS TO STATE PROPERTY OR FACILITY

INSTRUCTIONS	<ol style="list-style-type: none"> 1. Fully photograph all losses. 2. Do not dispose of any items without first taking photographs and making an inventory list. 3. Contact the Division of Risk Management at (609) 984-0123 as soon as possible for further instructions. 4. Please complete the form as fully as possible. Form must be received within five (5) days of discovery of loss. 5. Fax completed form to the Division of Risk Management at (609) 292-3046. 		
Location of Loss	Name of Agency or Department:		
	Municipality / State / Zip Code of loss location:		
	Floor / room / other description of loss location:		Common name of facility: (State House, Justice Complex, etc.)
	Is the property leased? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure		
	If yes, state the name, address, and phone number of the Lessor or Property Manager:		
Agency Contact Information	Name:		
	Job title:		
	Address:		
	Phone number:		
	E-mail:		
	Fax number:		
Details of Loss	Date of loss or discovery:	Time of loss or discovery:	Type of loss: <input type="checkbox"/> broken pipe <input type="checkbox"/> broken sprinkler head <input type="checkbox"/> fire <input type="checkbox"/> flood <input type="checkbox"/> wind <input type="checkbox"/> theft <input type="checkbox"/> other:
	Description of occurrence:		
	Description of loss (building and items):		
	Estimated amount of loss. Enter both the amount and Indicate range: \$ _____		
	<input type="checkbox"/> \$100,000 to \$500,000 <input type="checkbox"/> \$0 TO \$100,000 <input type="checkbox"/> \$500,000-\$1,000,000 <input type="checkbox"/> greater than \$1,000,000		
	Name and contact information of persons injured:		
	Name, address, and phone number of persons who may have information regarding the occurrence or loss:		
	Name of Police or Fire Department at the scene:		
	IF THE PROPERTY IS LEASED: Name, address, and phone number of Property Manager.		
	Has the Property Manager been notified? No Yes, by phone Yes, in writing Yes, in person		