

# Damage Description Format for Loss Assessment Report

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## 1. General Information

**Report Number:**

**Date of Assessment:**

**Insured Name:**

**Claim Reference:**

**Location of Incident:**

**Type of Loss:**

## 2. Incident Description

**Date & Time of Incident:**

**Reported Cause:**

**Brief Description:**

## 3. Detailed Damage Description

<b>Item/Property Name</b>	<b>Description of Damage</b>	<b>Extent of Damage (%)</b>	<b>Remarks</b>
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## 4. Photographic Evidence

*(Attach photographs as annexures or include thumbnails below)*

## 5. Cause of Damage (as observed)

## 6. Recommendations

## 7. Assessor's Details

**Assessor Name:**

**Contact Details:**

**Signature:**

**Date:**

**Important Notes:**

- Descriptions should be clear, precise, and fact-based.
- Photographic evidence supports the details provided in the report.
- All observations must be unbiased and supported by physical evidence where possible.
- Any assumptions or limitations must be clearly stated in the report.
- Confidential client information should be protected in accordance with relevant policies.