

Property Loss/Damage Statement

Report Information

Report Number: _____

Date of Report: _____

Reported By: _____

Contact Information: _____

Incident Details

Date of Incident: _____

Location of Incident: _____

Description of Incident: _____

Property Affected

Item Description	Serial/ID Number	Estimated Value	Nature of Loss/Damage	Remarks

Action Taken

Details: _____

Signature: _____

Date: _____

Important Notes

- Ensure all details are accurate and complete to support the claim/investigation.
- Attach any supporting documents, such as photographs, receipts, or police reports if applicable.
- Submit this form to the appropriate authority or department as soon as possible after the incident.
- Keep a copy of this statement for your records.