

Property Loss Report

Date of incident: _____ Time: _____

Location of incident (street/city/state): _____

How the incident was discovered: _____

If theft involved, police information: _____

If damaged by another person/company, provide their contact information: _____

Were there signs of a forcible entry/describe: Yes No

Describe property involved: _____

Where property is being repaired/inspected (name of business/street/city/state/phone number): _____

Pictures taken? Yes No

Details of incident: _____

Employee Name (please print): _____

Employee Signature: _____ Date: _____

If needed, you may use the back of this sheet to provide additional information.

