

PROPERTY LOSS REPORT

Date and Time of Loss:	Location Name/Code:
Location of Loss (address, city, state):	
Description of Loss:	
Police/Fire Dept. Investigating:	
Police/Fire Dept. Case Number:	
Description of Items Damaged/Taken:	
Estimated Amount of Loss:	

EMPLOYEE WITNESSES

Name:	Position:	Phone:
Name:	Position:	Phone:

OTHER WITNESSES

Name:	Home phone:
Address, city, state, zip:	Work () or Cell () phone:
Name:	Home phone:
Address, city, state, zip:	Work () or Cell () phone:

Date: _____ Prepared by: _____