

NEFEC/RMP

School District Property Loss Notice

Instructions: Prepare in triplicate. Send one copy to NEFEC/RMP, one copy for school files and one copy to the district safety officer. Use this form to report all property losses to buildings, contents, EDP equipment, etc. Report all burglary, theft and vandalism losses to the local police. (Do not use this form for auto, truck or school bus losses.) Property loss notices should be sent immediately to the NEFEC/RMP. Attach supporting documentation including repair estimates, bills, work orders, newspaper articles, pictures, any available reports, and police reports. PRINT or TYPE so all copies are legible.

District Deductible: \$750 per occurrence

<small>(Name)</small> School District:	Name of School:
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<small>(6 digit)</small> Location Code:	<small>(Where Loss Occurred)</small>
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Date of Loss:	Time of Loss: _____ am / pm
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Cause of Loss:	<input type="checkbox"/> Fire <input type="checkbox"/> Wind <input type="checkbox"/> Theft <input type="checkbox"/> Other (Specify:) 	<input type="checkbox"/> Vandalism <input type="checkbox"/> Water Damage <input type="checkbox"/> Explosion <input type="checkbox"/> Lightning
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Location of Loss: (Identify Specifically) _____

Property Damaged: (Attach Separate Listing if Necessary) _____

Persons Notified of Loss: <small>(Check all that apply)</small>	<input type="checkbox"/> Fire Department <input type="checkbox"/> Superintendent <input type="checkbox"/> Other (Specify:) 	<input type="checkbox"/> Sheriffs Department <input type="checkbox"/> Police Department
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Specific Details of Loss or Damage: _____
(How loss or damage occurred and extent of loss or damage.)

Estimated Cost of Damage or Value of Stolen Item(s): \$ _____
(Attach an itemized list of damaged or stolen items)

Name: _____ **Title:** _____
(PERSON PREPARING THIS REPORT)