FIRST REPORT OF PROPERTY LOSS

(Use this form to report each expected or likely loss of property contents and income in excess of $25,000)

To: UT System Risk Management

Date of Loss: __________________________

Institution: __________________________

Building/Index #: __________ / __________

Type of Loss: [ ] Fire [ ] Explosion [ ] Lightning [ ] Machinery Breakage
[ ] Flood [ ] Power Outage [ ] Hail [ ] Outside Theft
[ ] Wind [ ] Inside Theft [ ] Other (state type) ______________

Describe Loss: ______________________________________________
____________________________________________
____________________________________________
____________________________________________
____________________________________________
____________________________________________

Estimate of Building Loss $___________________
Estimate of Contents Loss $___________________
Estimate of Income Loss $___________________
Total Estimated Loss $___________________

Submitted by: Name:_______________________________
Department:__________________________
Date:________________________________
Telephone: ___________________________
Email:_______________________________