

## 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: \_\_\_\_\_