

Property Damage Report
Andrews University

Information about the property

1. Describe the property that was damaged or stolen. _____
2. Please provide estimated replacement or repair cost. _____
3. Who owns the property (university, department or you personally)? _____
 Your name _____ Daytime phone _____
 Home address (if you own the property) _____

Information about the damage or theft

1. What were the date and time when the loss occurred? _____
2. Please describe what happened. _____

3. Was campus safety notified? _____ If yes, what date were they notified? _____

If property was damaged:

1. Where did the damage occur (be as specific as you can). _____
2. Describe the damage that occurred. _____
3. Did anybody see it happen? _____
 If so, provide their names and phone numbers.
 Name _____ Phone _____
 Name _____ Phone _____
 Name _____ Phone _____
 Name _____ Phone _____

If property was stolen:

1. Where was the property when it was stolen (be specific)? _____
2. Was the property behind a locked door when it was stolen? _____
3. Was there evidence of forcible entry? If yes, please describe _____

Your signature _____ Date _____

For office use