

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 was the date and time that 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

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