



THE UNIVERSITY OF  
TENNESSEE

Office of Risk Management

**Property Loss/Damage Claim Report**

1. Use this form to first report potential or actual loss or damage of University-owned property to Risk Management.
2. Each department must complete this form as soon as they are made aware of an incident; inaccurate or incomplete reports will slow the recovery and reimbursement process; failure to provide timely notification or supply required documentation and cooperate with the University’s loss adjustment personnel may jeopardize potential recovery for the University and your department.
3. Please attach other pertinent information that will facilitate claim processing i.e. photos, estimates of damage, inventory of damaged/missing items, copies of estimates, if available.
4. In the event there is damage in excess of \$5,000, the [Property Claim Packet](#) MUST be completed, including copies of estimates, copies of the bills/invoices for repairs/replacement, and proof of payment.
5. Applicable loss sharing/deductibles will be assessed against the total reimbursement for each incident in accordance with [UT’s Insurance Policy](#) located in UT System’s Fiscal Policy.

Street Address of Incident:	
School/Dept./Building Name:	
Other details of exact location:	
Department Head Name:	
Claim Contact Name:	
Claim Contact Phone Number:	
Claim Contact Email Address:	
Date & Approximate time of loss:	
Is this the first report of loss?	Yes                      No                      If no, date of last submittal: _____

Cause of Loss					
(mark all that apply)					
Fire and/or Smoke	<input type="checkbox"/>	Roof Leak	<input type="checkbox"/>	Theft or Vandalism	<input type="checkbox"/>
Lightning	<input type="checkbox"/>	Pipe Leakage	<input type="checkbox"/>	Transit/During Shipment	<input type="checkbox"/>
Wind	<input type="checkbox"/>	Backup of Sewers or Drains	<input type="checkbox"/>	Vehicle	<input type="checkbox"/>
Flood	<input type="checkbox"/>	Underground Seepage	<input type="checkbox"/>	Utility Interruption	<input type="checkbox"/>
Hail	<input type="checkbox"/>	Escaped Fluids	<input type="checkbox"/>	Electrical Failure or Disturbance	<input type="checkbox"/>
Tornado	<input type="checkbox"/>	Mechanical Breakdown	<input type="checkbox"/>	Spoilage	<input type="checkbox"/>
Freezing	<input type="checkbox"/>	Computer Virus or Cyber Attack/Threat	<input type="checkbox"/>	Hazardous Materials Release/ Contamination	<input type="checkbox"/>
Earth Movement, Settling, or Cracking	<input type="checkbox"/>	Explosion	<input type="checkbox"/>	Other (provide explanation below)	<input type="checkbox"/>
<b>Other / Notes:</b>					

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1. Describe the property lost/damaged and the causation in detail (narrative of circumstances surrounding event):	
2. Estimate Dollar Value of the Loss <i>Approximate value to repair and/or replace damaged property with like kind and quality.</i>	
Comments:	
3. List all witness names and contact information (including contractors and UT employees working near the location):	

	Yes	No
4. Did you take measures to protect the property from further damage? How?		
Comments:		
5. Can the damaged property be salvaged in any way to minimize the ultimate loss?		
Comments:		
6. Was Facilities Services contacted to inspect and repair the loss? If not, who?		
Comments:		
7. Did the police, fire or other agency/utility respond to the loss event? Agency Name & Contact:		
Comments:		
8. Has Belfor, the state's remediation contractor, been contacted to assist in cleanup and water extraction?		
9. What is the current estimate of how long it will take to repair?		
10. Estimated time that department/school/unit operations will be materially impaired as a result of the loss event?		
11. Did or will your department experience any significant lost revenues or increased expenses associated with the loss (outside of the direct damage to the property)? If so, what is your estimate of the cost of the interruption?		
Comments:		
12. Was there an outside, non-UT party(s) responsible for the loss? If so, provide name and address, describe in detail how party is potentially responsible:		
13. Is there a contract with the responsible party? If so, provide copy of the contract.		
14. Was any of the University of Tennessee's proprietary/confidential data or other protected personal information lost or compromised in this event?		
Comments:		