

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: _____