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:_______________________________