

PROPERTY LOSS NOTICE

(To be completed by management. The claim should be reported immediately to enable the assignment of professional adjusters and to maximize loss recovery.)

Name of Community Association		Name of contact Person(s):	
		Phone Number:	
Date of Loss:	Time: am/pm	Date loss was reported:	Property Policy Number:

Exact location of loss:

Unit Owner or Claimant Name & Contact Info:

Police Dept/Fire Dept/Restoration Co Name:

Kind of Loss (fire, theft, lightning, hail, windstorm, flood, other) PLEASE EXPLAIN:

Description of Loss & Damages (please be as detailed as possible, estimates can be used to expedite the claim reporting procedure):

Include all structural damages, contents (electronic equipment), and any anticipated business interruption. Attach damage estimates if necessary.

Name and telephone number of the person responsible for supervising the repairs: