

Property Loss Report

Department _____ Date _____

Completed by _____ Date _____

Cause of Loss

- Theft
- Vandalism
- Burglary
- Tools and Equipment
- Fire/Arson
- Accident—Damage
- Unexplained

Type of Loss

- Property Damage
- Inventory
- Money/Cash
- Tools and Equipment
- Employee Time
- Business Interruption
- Other:

Other:

Date and time loss occurred _____

Date and time loss reported _____

Police report made Report ID # _____

List police department contacts and notes _____

Besides the property loss, were there any other consequences of the loss? _____

Could this loss have been avoided? Yes No

If yes, how? _____

Other comments, notes: _____