

Property Loss Report

Department _____ Date _____

Completed by _____ Date _____

Cause of Loss

Type of Loss

Theft

Property Damage

Vandalism

Inventory

Burglary

Money/Cash

Tools and Equipment

Tools and Equipment

Fire/Arson

Employee Time

Accident—Damage

Business Interruption

Unexplained

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 No Yes avoided?

If yes, how? _____

Other comments, notes: _____