

ABAG PLAN CORPORATION

PROPERTY LOSS REPORT – BUILDING DAMAGE

Use this form to report loss or damage to property owned or used by the city, including buildings, furniture, equipment, supplies, boilers and heavy machinery.

FROM: THE CITY OF _____

TO: ABAG PLAN CORPORATION
P. O. BOX 2050
Oakland, CA 94604-2050
Phone: (510) 464-7954

Date: _____

Submitted by: _____
Phone: _____

Date & Time of Incident: _____

Department: _____ Claim No. _____

Location of Loss

Damage is to: Building(s) Furniture/Equipment
 Maintenance Equipment Other: _____
 Boiler & Machinery _____

Estimate of Probable Cost: _____

Description of Occurrence:

Specific Property
Damaged or Stolen:

Police or Fire Dept Report: Officer: _____ Telephone _____

Contact Person:

(location)

(phone)

Please use reverse side to document steps taken to mitigate further damage, repair or replace affected property.