

# REPORT OF PROPERTY DAMAGE

\* = Required Field

MEMBER NAME \_\_\_\_\_

\* PARISH/SCHOOL \_\_\_\_\_

\* ADDRESS \_\_\_\_\_

\* CITY \_\_\_\_\_ \* ZIP \_\_\_\_\_

\* PHONE NUMBER \_\_\_\_\_ PARISH EMAIL \_\_\_\_\_

\* PERSON REPORTING \_\_\_\_\_

DATE FORM COMPLETED (MM/DD/YYYY) \_\_\_\_\_

\* DATE OF INCIDENT (MM/DD/YYYY) \_\_\_\_\_

LOCATION OF DAMAGE \_\_\_\_\_

WERE PHOTOGRAPHS TAKEN? \_\_\_\_\_

(Please take photos for damage in excess of \$5,000)

DESCRIBE INCIDENT

GIVE POLICE REPORT NUMBER \_\_\_\_\_

(If vandalism or theft, police must be notified.)

DESCRIBE BUILDING AND/OR CONTENTS DAMAGE

## **SPECIAL INSTRUCTIONS**

- **MEMBERS SHOULD PROCEED WITH ANY EMERGENCY REPAIRS NEEDED TO PREVENT FURTHER DAMAGE.**
- **TWO ESTIMATES ARE REQUIRED FOR ALL NON-EMERGENCY REPAIRS, UNLESS PRIOR APPROVAL IS OBTAINED FROM CATHOLIC MUTUAL.**
- **SEND COMPLETED FORM TO [REPORTACLAIM@CATHOLICMUTUAL.ORG](mailto:REPORTACLAIM@CATHOLICMUTUAL.ORG) OR FAX TO 402-551-2943.**