

PROPERTY LOSS NOTICE
STATE OF ALABAMA
FINANCE DEPARTMENT
DIVISION OF RISK MANAGEMENT
777 S LAWRENCE ST
MONTGOMERY AL 36104
(334) 223-6120 FAX (334) 223-6282

AGY-DIV

PROPERTY LOSSES SHOULD BE REPORTED BY
TELEPHONE IMMEDIATELY UPON DISCOVERY. FORWARD
THIS COMPLETED FORM **AFTER** THE PHONE CALL TO
RISK MANAGEMENT.

CLAIM NO.

COVERED PROPERTY:

DEPARTMENT _____ DIVISION _____
LOCATION ITEM # _____ BUILDING NAME _____
(IF MORE THAN ONE, PROVIDE ATTACHMENT)

LOSS INFORMATION:

DATE OF LOSS _____ TIME _____ LOCATION OF LOSS _____

(IF UNKNOWN INDICATE DATE FIRST DISCOVERED)

GIVE CITY, STATE, HIGHWAY, COUNTY

CAUSE OF LOSS BURGLARY LIGHTNING WIND FIRE WATER VEHICLE FREEZE HAIL
(CIRCLE ONE) VANDALISM OTHER _____

NOTE: IF BURGLARY, EVIDENCE OF FORCIBLE ENTRY ON EXTERIOR? Y () N () UNK ()
OVER \$1,000? Y () N () POLICE REPORT FILED? Y () N ()

NATURE AND EXTENT OF DAMAGE _____

ESTIMATED DOLLAR AMOUNT OF LOSS \$ _____

NAME, PHONE NUMBER & EMAIL OF CONTACT PERSON: _____

OTHER INSURANCE:

DO YOU HAVE OTHER INSURANCE THAT WOULD APPLY TO THIS LOSS? Y () N ()

IF YES, NAME, ADDRESS & PHONE NUMBER OF INSURANCE COMPANY: _____
