



MSC01 1210, 1 University of New Mexico
Albuquerque, NM 87131-0001
Phone: (505) 277-2226
Fax: (505) 277-7662
Email: risksvcs@unm.edu
Website: <http://risk.unm.edu/>

PROPERTY LOSS NOTICE

DATE OF LOSS:

CAMPUS:

ADDRESS OR LOCATION OF LOSS:

DOES UNM OWN THE BUILDING? (Check One): YES NO UNSURE

CAUSE OR TYPE OF LOSS/HAZARD (Check One):

Fire Interior Water Damage Hail Wind Lightning

Vandalism Theft Equipment Malfunction Other

A POLICE REPORT IS REQUIRED FOR INCIDENTS OF VANDALISM OR THEFT

Police Report Number (if applicable):

BUILDING DAMAGES (Describe):

CONTENTS/MACHINERY/EQUIPMENT DAMAGES (Describe):

ARE THERE ANY INJURIES RELATED TO THIS LOSS? (Check One):

YES NO UNSURE

WHAT HAS BEEN DONE TO PREVENT FURTHER DAMAGE?

ESTIMATED COST OF DAMAGES:

DID A CONTRACTOR, VENDOR OR THIRD PARTY CAUSE THE DAMAGE? (Check One):

YES NO UNSURE

YOUR CONTACT INFORMATION:

SUBMIT THIS FORM AND A COPY OF THE POLICE REPORT, (IF REQUIRED) TO UNM RISK SERVICES VIA EMAIL AT: risksvcs@unm.edu