

**EAST CAROLINA UNIVERSITY**

**PROPERTY DAMAGE LOSS REPORTING FORM**

DEPARTMENT OR UNIVERSITY \_\_\_\_\_

DIVISION \_\_\_\_\_

DATE OF LOSS \_\_\_\_\_ DATE REPORTED \_\_\_\_\_

BUILDING NAME \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_

DEPARTMENT/DIVISION # \_\_\_\_\_ COMPLEX # \_\_\_\_\_ ASSET # \_\_\_\_\_

ESTIMATED DAMAGE \$ \_\_\_\_\_ CAUSE OF LOSS \_\_\_\_\_  
(fire, wind, theft, etc.)

DESCRIPTION OF LOSS (what was damaged/lost, cause, surge protection in-place, corrective action, attached reports, photos, etc.)

CONTACT PERSON \_\_\_\_\_ TELEPHONE # \_\_\_\_\_

REPORTED BY \_\_\_\_\_ TELEPHONE # \_\_\_\_\_

**GIVE PROMPT NOTIFICATION OF THE LOSS OR DAMAGE. FAILURE TO NOTIFY THE FUND WITHIN 30 DAYS OF LOSS OCCURRENCE MAY VOID YOUR COVERAGE. IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT JAY SURLES at [surlesj16@ecu.edu](mailto:surlesj16@ecu.edu) or 252-328-2010, or [insurance@ecu.edu](mailto:insurance@ecu.edu).**