

Property Damage Claim Report

(to be completed to report damages to Marathon County Property)

Submit to Risk Management Within 2 Days After Notice of Loss

Date: _____

Person Completing Form: _____ Department: _____

Date and Time of Loss: _____

Location of Loss: _____

Description of Loss: _____

Property Damaged: _____

Any Known Witnesses To Incident: _____ Yes _____ No

If yes, complete the following. _____
Name Address or Department Phone Number

Incident Reported to Police: _____ Yes _____ No

Police Department Loss Reported to: _____ Police Incident Number: _____
(Attach Copy of Police Report if Applicable)

Estimate of Damage: _____

Written estimate of damages must be submitted to Risk Management within 10 days of completion of report.

RISK MANAGEMENT MUST APPROVE DAMAGE ESTIMATES BEFORE REPAIRS CAN BE MADE

CONTACT RISK MANAGEMENT AT 261-1181 FOR LOSSES REQUIRING IMMEDIATE REPAIRS

SUBMIT INVOICE TO RISK MANAGEMENT FOR CLAIM PAYMENT

