



PROPERTY LOSS NOTICE

If a property, auto physical damage, or boiler and machinery loss exceeds your \$2,000 District deductible, please complete this form and email to CAPRI as soon as possible.

1075 Creekside Ridge Drive
Suite 240
Roseville, CA 95678
Phone: (916) 722-5550
Website: capriportal.org

Please include any photos, Incident, Police or Fire Dept. reports, and/or any repair estimates related to the loss.

Members should not complete any repairs related to a claimed loss without express authorization from CAPRI.

DISTRICT NAME: _____

DISTRICT CONTACT: _____

CONTACT PHONE #: (____) _____ EMAIL _____

When & Where?

DATE OF LOSS: _____ TIME OF LOSS: _____

LOSS LOCATION: _____

What, Why, & How?

TYPE OF LOSS: Theft ____ Vandalism ____ Fire/Wind/Rain ____ Boiler ____ Other ____

Auto ____ *If damage to district vehicle(s) is expected to exceed the \$2,000 district deductible, please also complete the CAPRI Vehicle Accident Investigation form.*

LOSS DESCRIPTION:

CAUSE OF THE LOSS? _____

ESTIMATED LOSS: \$ _____ HAS PROPERTY BEEN REPAIRED/REPLACED?: (Y/N) _____

POLICE OR FIRE REPORT (Y/N): ____ REPORT NUMBER: _____

Witness Contact Information (Use reverse if more space is needed.)

NAME: _____ ADDRESS: _____

CITY, ZIP, STATE: _____ PHONE #: (____) _____

Form Completed By:

NAME: _____ TITLE: _____

SIGNATURE: _____ DATE: _____