



PROPERTY LOSS REPORT-BUILDING DAMAGE

Use this form to report loss or damage to property owned or used by the City, including buildings, furniture, equipment, supplies, boilers and heavy machinery.

FROM: _____

TO: abagclaims@yorkrsg.com
York Risk Services Group
Attn: PLAN JPA Claims
475 14th Street; Ste. 600
Oakland, CA 94612
Phone: (925) 349-3800

Date: _____

Submitted by: _____

Phone: _____

Date & Time of Incident: _____

Department: _____

Loss Location: _____

Damage is to: _____ Building(s) _____ Furniture/Equipment
_____ Maintenance Equipment _____ Other: _____
_____ Boiler & Machinery _____

Estimate of Probable Cost: _____

Description of Occurrence: _____

Description of Property
Damaged or Stolen: _____

Police or FD Report: Report#: _____

Contact Person: _____

Phone#: _____ Location: _____

Please attach any loss documentation including reports, estimates and/or photographs of the damage in your possession with this Loss Report.