

**UNIVERSITY OF ILLINOIS
PROPERTY DAMAGE REPORT – UIUC / UIS**

PLEASE TYPE, OR PRINT CLEARLY USING INK – ALL FIELDS MUST BE COMPLETED TO INITIATE INVESTIGATION PROCESS

DATE OF OCCURRENCE _____
TIME _____ A.M. P.M.

DAMAGE ESTIMATE \$ _____
attach copy – 2 required

TYPE OF LOSS _____

PLACE OF OCCURRENCE

PROPERTY OWNER _____
ADDRESS _____
CITY _____ STATE _____ ZIP _____

PROPERTY OWNER IS A STUDENT VISITOR EMPLOYEE

NAME _____ SSN/UIIN _____
STREET _____ PHONE (____) _____
CITY _____ STATE _____ ZIP _____
DATE OF BIRTH (required) _____ JOB TITLE _____ DEPT _____

DESCRIBE OCCURRENCE (attach photographs of damages)

WITNESS INFORMATION (USE REVERSE IF MORE THAN ONE WITNESS)

NAME _____ PHONE (____) _____
ADDRESS _____
CITY _____ STATE _____ ZIP _____

WERE POLICE NOTIFIED? YES NO ATTACH COPY - REPORT # _____

DEPARTMENT CONTACTED _____ DATE REPORTED _____
PHONE NUMBER/DEPARTMENT LOCATION (IF KNOWN) _____

This form should be completed by the property owner but may be completed by the facility representative that wishes to report an incident.

Please indicate if you (the property owner) would like to be contacted by a representative from The Office Claims Management. Yes NO

RESOURCE INFORMATION

The University of Illinois General Liability Policy may be found at: https://www.treasury.uillinois.edu/risk_management/liability/ Please visit the website for additional information and other helpful links.

ADDITIONAL WITNESS INFORMATION:

NAME _____ PHONE (____) _____
ADDRESS _____
CITY _____ STATE _____ ZIP _____

**SEND ORIGINAL TO: Office of Worker's Compensation and Claims MGMT
449 Henry Administration Bldg. 506 S. Wright St. MC-300 Urbana, IL 61801
(217) 333-1080 • Fax (217) 244-5152 • workcomp@uillinois.edu
RETAIN A COPY FOR YOUR DEPARTMENTAL OR PERSONAL RECORDS**

Additional Information you would like to provide in consideration of your claim:

NAME OF INDIVIDUAL COMPLETING THIS REPORT _____
JOB TITLE _____ DEPT _____ OFFICE PHONE _____
(IF APPLICABLE) (IF APPLICABLE) (IF APPLICABLE)
SIGNATURE _____ DATE _____