

REPORT OF PROPERTY DAMAGE

MEMBER NAME _____

PARISH / SCHOOL _____

ADDRESS _____

CITY _____ ZIP _____

PHONE _____ PARISH EMAIL _____

PERSON REPORTING _____

DATE FORM COMPLETED _____

DATE OF INCIDENT _____

LOCATION OF DAMAGE _____

WERE PHOTOGRAPHS TAKEN? Yes ___ No ___

(Please take photos for damage in excess of \$5,000)

DESCRIBE
INCIDENT _____

GIVE POLICE REPORT NUMBER _____

(If vandalism or theft, police must be notified.)

DESCRIBE BUILDING AND/OR CONTENTS
DAMAGE _____

SPECIAL INSTRUCTIONS:

- MEMBERS SHOULD PROCEED WITH ANY EMERGENCY REPAIRS NEEDED TO PREVENT FURTHER DAMAGE.
- TWO ESTIMATES ARE REQUIRED FOR ALL NON-EMERGENCY REPAIRS, UNLESS PRIOR APPROVAL IS OBTAINED FROM CATHOLIC MUTUAL.
- SEND COMPLETED FORM TO AMOORE@CATHOLICMUTUAL.ORG OR FAX TO 858-490-8345