



Property Loss Report

School:		Location #:
Address:		

Person to Contact:		Position:
Office Phone:	Cell Phone:	E-mail:

Date of Loss:	Time of Loss:
Location of Loss:	
Property Damaged or Lost:	
Describe How Loss Occurred (<i>attach additional pages as necessary</i>):	

Report to Police?:	Department:	Case #:
Report to Fire Department?:	Department:	Case #:
Previously Report to Adjuster by Phone?:	Adjuster:	

Report Prepared By:	Date:
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**Submit or fax report to:
APS-Risk Management
6400 Uptown Blvd. NE – 400 West
Albuquerque, NM 87110
Fax: (505) 884-4502**