



University of California, Santa Barbara UC Property Loss Report

INSTRUCTIONS

Use the UC Property Loss Report to report damage to or loss of University property and to initiate a claim for reimbursement under the UC Property Insurance Program. For covered losses, the UC Property Insurance Program will pay the cost to repair or replace with property or materials of like kind or quality exclusive of consideration for betterment or technological advances. Submit completed form to UCSB Risk Management.

DEPARTMENT

Date of Report: _____ FM Work Order # (if any): _____ Claim Submitted on behalf of: _____

Department: _____ Dept. Account No.: _____ Fax: _____

Dept. Contact: _____ Email: _____ Ph: _____

CAUSE OF LOSS

Date of Loss: _____ Time of Loss: _____ Reported to Police: Yes No Case No: _____

Location of Loss: _____

Cause of Loss: (Fire, Water, Theft, etc. - if necessary use attachment to provide additional information)

PROPERTY DESCRIPTION

Describe (if necessary attach detailed list of property & values):

ATTACHMENTS

- Agreement/P.O.
- 3rd Party Eval.
- Repair Estimates
- Invoices
- Photos

Describe Nature of Repairs: _____

Estimated Cost of Loss: _____ Value of Salvage: _____ Repair Replace

REPORT BY

This is a true and correct statement as to this property loss:

Name: _____ Signature: _____ Date: _____

HOW TO FILE A CLAIM

In you are filing a claim for loss or damage to UC property, please do the following:

- Contact campus Risk Management as soon as possible.
- If the loss is discovered on a holiday or after hours, call the University's 24-hour claims hotline at 800.416.4029.
- If the loss is the result of theft, vandalism, or any other criminal activity, contact campus Police immediately.
- Retain and preserve all evidence, do not discard anything that is loss related. Contact Risk Management if this is not possible.
- Take as many photos as necessary to make a complete photo record of the loss.
- Use the UC Property Loss Report to create a detailed description of the cause of loss and the lost or damaged property.
- Submit all documentation that proves ownership and cost of damaged property: POs, contracts, invoices.
- Provide copies of POs, contracts, invoices, repair bills, etc. for repaired or replacement property (must show itemized breakdown of costs, description of work performed, and, in the case of replacement property, sufficient information to establish replacement is "like for like").
- If the property is deemed irreparable, you must obtain a written report from a third party vendor stating the repair is not practical.
- The Insurance Program will only pay "actual cash value" for covered losses if a department does not choose to replace damaged property.
- Provide copies of POs, contracts, invoices, work orders, etc. for all ancillary work that was performed as a result of the loss and for which department is seeking reimbursement, i.e. overtime pay, relocation costs, etc.
- If a loss involves multiple items, "bundle" related documentation together and label so it is easy to identify the item it is associated with.
- The [UC Property Loss Summary of Costs](#) form can be used to list and organize your record of claim losses.
- Take whatever steps are necessary to prevent further damage to University property.

If you are filing a claim for damage that occurred to property in transit, in addition to the steps above, please do the following:

- Report the damage to the shipper immediately and follow-up with a letter putting them on notice about the loss.
- Retain and preserve all evidence, do not discard anything. If the packaging is damaged when it arrives, retain the packaging and all the shipping documentation. Take photos of the damaged packaging and more photos as you unpack the contents.

FILING DEADLINE

Claimants are required to give notice within twenty-four (24) hours of a loss, and no later than 3 days after a loss. Supporting information can be provided as it becomes available. In no event will property loss or damage be reimbursed if reported more than 12 months after the date of loss. Timely submittal of a claim makes it easier to collect relevant documentation, interview witnesses while their memories are fresh, pursue subrogation if appropriate, assess cause of loss and coverage, undertake corrective measures to prevent or mitigate further loss.