

PROPERTY LOSS REPORT

Congregation Number: _____

Date Loss Occurred: _____

Congregation Name: _____
(Name) (City) (State)

Loss Information

Burglary Fire Glass Vandalism Vehicle Windstorm/Hail Water Damage Other

Has Regional Building Committee been contacted to provide skilled workers, if necessary? Yes No

Property Damaged: (List each item, giving the cost to repair. Please attach written estimates or bills for each.)

Property Stolen: (List each item, giving the cost to replace. Please attach written estimates or bills for each.)

TOTAL AMOUNT OF CLAIM: \$ _____
(Must equal total of attached estimates and bills.)

If burglary, vandalism, or vehicle damage, please report to the police and attach a copy of their report. Also, if it was a burglary, please send details of what loss control measures have been taken or planned to minimize the chance of recurrence.

Is identity of one responsible for damage known to you or the police? Yes No

Name and phone number of two elders who may be contacted during business hours:

(Name)

(Name)

(Phone)

(Phone)

(Date completed)

(Signature of Presiding Overseer)

Return completed form with written estimates/bills and a copy of the police report (if applicable) to:

Watchtower
Attn: Risk Management Office
25 Columbia Heights
Brooklyn, NY 11201-2483