

# PROPERTY LOSS REPORT

Congregation number: \_\_\_\_\_

Date loss occurred: \_\_\_\_\_

Congregation name: \_\_\_\_\_  
(Name) (City) (Province or state)

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## Loss Information

Burglary  Fire  Glass  Vandalism  Vehicle  Water damage  Windstorm/Hail  Other

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

Property damaged: (List each item, *giving the cost to replace*. 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 the total claim is over \$20,000, please have the Regional Building Committee attach a completed *List of Major Cost Elements* (S-84a).

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

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

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

\_\_\_\_\_  
(Print name)

\_\_\_\_\_  
(Print name)

\_\_\_\_\_  
(Phone)

\_\_\_\_\_  
(Phone)

\_\_\_\_\_  
(Date completed)

\_\_\_\_\_  
(Coordinator of the body of elders—Sign and print name)

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**Send completed form with written estimates/bills and a copy of the police report (if applicable) to the branch office, using one of the following methods:**

- Fax: (718) 560-7446
- E-mail: [treas@jw.org](mailto:treas@jw.org)
- Postal mail: Watchtower, Attn: Risk Management Desk, 25 Columbia Heights, Brooklyn, NY 11201-2483