

**IREDELL COUNTY PROPERTY LOSS REPORT**

Immediately after a property loss, complete this form and  
Send it to the Insurance Specialist in the Finance Department.

Reporting Employee \_\_\_\_\_ Phone Number \_\_\_\_\_  
Department \_\_\_\_\_  
Location of Loss \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
Date of Loss \_\_\_\_\_ Time of Loss \_\_\_\_\_ Estimate of Loss \_\_\_\_\_

**Building and/or Contents**

Details of Loss \_\_\_\_\_

**Boiler & Machinery**

Details of Loss \_\_\_\_\_

**Robbery, Theft, or Safe Burglary (Please attach a Police Report)**

Culprit Apprehended? (Explain) \_\_\_\_\_

Law Enforcement Authority Involved: \_\_\_\_\_

Details of Loss: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Summary of Incident**

Description of Loss

\_\_\_\_\_  
Signature of Reporting Employee

\_\_\_\_\_  
Signature of Supervisor or Department Head

\_\_\_\_\_  
Date