



PROPERTY LOSS NOTICE		TODAYS DATE (MM/DD/YY)	
Golden State Risk Management Authority 243-247 West Sycamore Street Post Office Box 706 Willows, California 95988		Submit form to: Propertyclaims@gsrma.org Fax: (530) 934-8133 Phone: (530) 934-5633	
		DATE OF LOSS (mm/dd/yy)	
		TIME OF LOSS	
		AM	
		PM	

MEMBER AGENCY, DEPARTMENT & LOCATION:

MEMBER NAME:	CONTACT INFORMATION:

LOSS

	POLICE OR FIRE DEPARTMENT TO WHICH REPORTED
KIND OF LOSS	REPORT #
<input type="checkbox"/> FIRE <input type="checkbox"/> WEATHER RELATED (wind, hail, lightening, etc.) <input type="checkbox"/> FLOOD <input type="checkbox"/> THEFT <input type="checkbox"/> VANDALISM	

OTHER (PLEASE EXPLAIN)

DESCRIPTION OF LOSS AND DAMAGE (Use reverse side, if necessary)

Name of Person Completing Form

Date

Property Loss Notice

1. Use this form when any District property is lost, stolen, vandalized or damaged.
2. This form should be completed by the District representative responsible for District property.
3. Include as much information as possible when reporting the loss and provide photos of the damage or lost/stolen item, if possible. Also include information regarding the responding law enforcement agency and their report information.
4. Upon completion, keep original documents in District files and forward to GSRMA at: propertyclaims@gsrma.org or fax at (530) 934-8133.