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**Property Damage Incident Report**

The University of Akron is a member of the Inter-University Council of Ohio Risk Management Insurance Consortium (IUC-RMIC) which provides property coverage for the University. The IUC-RMIC requires timely and proper reporting of claims so that insurance coverage is not jeopardized and ensures claims are resolved and paid timely, when coverage applies. Please submit this report at your earliest convenience for any property damage or loss that may approach and/or exceed $50,000 (and not later than one week following discovery of the incident or its resulting property damage). This report can also be used for incidents with damage amounts less than $50,000 if a third-party is involved, where UA may wish to seek reimbursement from them or their insurance company. The report can be updated or amended subsequently, if additional information regarding the incident or the extent of the property damages becomes available.

**Date/Time of Occurrence/Incident:**

**Name of Individual Reporting Claim:**

**Phone Number:** **Email:**

**Location of Incident:**

**Brief Description of Incident:**

**Police Report Number:**

**Estimated Amount of Damage:**

*\*Please take into consideration depreciation when submitting damage estimates.*

**Please attached supporting documents and/or photographs.**

Thank you,

Compliance and Risk Management Office