

<b>PROPERTY LOSS NOTICE</b>		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: <a href="mailto:Propertyclaims@gsrma.org">Propertyclaims@gsrma.org</a> Fax: (530) 934-8133 Phone: (530) 934-5633	DATE OF LOSS (mm/dd/yy)  TIME OF LOSS <table border="1" style="float: right; margin-left: 20px;"> <tr> <td style="padding: 2px;">AM</td> <td style="width: 30px; height: 20px;"></td> </tr> <tr> <td style="padding: 2px;">PM</td> <td style="width: 30px; height: 20px;"></td> </tr> </table>	AM		PM	
AM						
PM						

**MEMBER AGENCY, DEPARTMENT & LOCATION:**

<b>MEMBER NAME:</b>	<b>CONTACT INFORMATION:</b>

**LOSS**

	<i>POLICE OR FIRE DEPARTMENT TO WHICH REPORTED</i>
<b>KIND OF LOSS</b>	<b>REPORT #</b>
<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](mailto:propertyclaims@gsrma.org) (530) 934-8133 (fax).
5. If appropriate, GSRMA may forward information to WeTip, an anonymous tip service, where posters offering rewards may be prepared. Once complete, the District will receive an electronic copy of the poster and can print and distribute them.