



University of California, Santa Barbara UC Property Loss Report

INSTRUCTIONS

Use the UC Property Loss Report to report damage to or loss of University property and to initiate a claim for reimbursement under the UC Property Insurance Program (see Business & Finance Bulletin BUS-28). For covered losses, the UC Property Insurance Program will pay the cost to repair or replace with property or materials of like kind or quality exclusive of consideration for betterment or technological advances. Use the Report of Vehicle Accident to submit a claim for damage to a UC vehicle. Submit completed form to UCSB Risk Management who will determine if the claim is covered under the Program. Use the UC Property Loss Summary of Services & Costs to summarize all services and costs.

DEPARTMENT

Date of Report: _____ FM Work Order # (if any): _____ Claim Submitted on behalf of: _____

Department: _____ Dept. Account No.: _____ Fax: _____

Dept. Contact: _____ Email: _____ Ph: _____

CAUSE OF LOSS

Date of Loss: _____ Time of Loss: _____ Reported to Police: Yes No Case No: _____

Location of Loss: _____

Cause of Loss: (Fire, Water, Theft, etc.)

PROPERTY DESCRIPTION

Describe (if necessary attach detailed list of property & values):

ATTACHMENTS

- Agreement/P.O.
- 3rd Party Evaluation
- Repair Estimates
- Invoices
- Photos

Describe Nature of Repairs: _____

Estimated Cost of Loss: _____ Value of Salvage: _____ Repair Replace

REPORT BY

I certify that this is a true and correct statement as to this property loss and request for reimbursement:

Name: _____ Signature: _____ Date: _____

HOW TO FILE A CLAIM

After a loss is determined to be covered under the Program, the department must submit the following information to the Risk Management office:

- 1) UC Property Loss Report with detailed description of cause of loss and lost or damaged property (age, components, attributes, & capabilities).
- 2) The original PO, contract, or invoice under which the property was purchased (to provide proof of ownership, a description, and the original cost).
- 3) The PO, contract, invoice, repair bill, etc. for the repaired or replacement property (with itemized breakdown of costs, complete and accurate description of work performed, and, in the case of replacement, sufficient detail about the replacement property to establish it is "like for like").
- 4) Photos to illustrate exact nature of loss or damage.
- 5) Police Report, Fire Report, EH&S report, any department reports.
- 6) A written report or memo from a qualified 3rd party with estimate of cost to repair and the reasons repair is not practical if property is replaced.
- 7) The UC Property Loss Summary of Costs summarizing costs for purchases, services, and materials (list and describe all purchases, services, and materials; indicate whether property repaired or replaced; indicate original cost and repair or replacement cost; indicate total amount of claim for reimbursement. (The Program will pay "actual cash value" for covered losses if department wants cash).
- 8) If loss involves multiple items, "bundle" related documentation together and label in such a manner as to easily identify the item it is associated with.

FILING DEADLINES

The Property Insurance Program has established deadlines for submitting a claim. These deadlines assure timely inquiry into and assessment of the claim; whether it is covered under the Program; accurate documentation of loss; interviewing of witnesses while memories are fresh; determining if subrogation can be undertaken against third parties; development of corrective measures to prevent or mitigate further loss.

- 1) Claimants must give notice within twenty-four (24) hours of a loss to the campus police and the Risk Management office.
- 2) Claimants must submit a report of property loss or damage within three (3) working days to the Risk Management office.
- 3) If the loss or damage is eligible for funding, Campus Risk Management must forward the report and all required documentation to OP Risk Management within sixty (60) days.
- 4) In no event will any loss be funded if reported later than twelve (12) months from the date of occurrence.