

**PROPERTY LOSS REPORT**

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| <b>Public Entity</b> |
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|--------------------------|
| <b>Location of Loss:</b> |
|--------------------------|

|                                |                                     |      |       |
|--------------------------------|-------------------------------------|------|-------|
| <b>Contact Name and Phone:</b> | <b>Date and Time of Occurrence:</b> |      |       |
|                                | Date (mm/dd/yyyy)                   | Time | AM/PM |
|                                |                                     |      |       |

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| <b>Full Description of Occurrence:</b> |
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| <b>Full Description of Damage or Loss: (use additional paper as needed and attach photos)</b> |
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| <b>Probable Amount of Loss:</b> |
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| <b>Police or Fire Department reported:</b> |
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|------------------------|
| <b>Witnesses Name:</b> |
| Address:               |
| Telephone:             |

|                        |
|------------------------|
| <b>Witnesses Name:</b> |
| Address:               |
| Telephone:             |

|                                   |               |                  |
|-----------------------------------|---------------|------------------|
| Completed by: (Name and position) | Phone Number: | Completion Date: |
|-----------------------------------|---------------|------------------|

**Instructions:** Complete form in detail, take pictures if possible, and submit form immediately with attached photos and any additional information to the office of the City Manager or Superintendent.  
**City Manager/Superintendent:** Email form to [khardin@akpei.com](mailto:khardin@akpei.com), or call Kyle Hardin at (907) 523-9485 and fax to APEI (907) 586-2008.

**Contact APEI immediately if loss is total or severe.**