

Instructions: Complete form in detail, take pictures if possible, and submit form immediately with attached photos and any additional information.

Email form to khardin@akpei.com, or call Kyle Hardin at (907) 523-9485 and fax to APEI (907) 586-2008

PROPERTY LOSS REPORT

Public Entity			
Property Description or APEI Property ID #:			
Main Contact Name and Phone:		Date and Time of Occurrence:	
		Date (mm/dd/yyyy)	Time
			AM/PM
Full Description of event and extent of damage: (use additional paper as needed and attach photos)			
Probable Amount of Loss:			
Police or Fire Department reported:			
Witnesses Name:			
Address:			
Telephone:			
Witnesses Name:			
Address:			
Telephone:			
Completed by: (Name and position)	Phone Number:	Completion Date:	