University of Leeds

Insurance Office

Property Damage Claim form

Please notify the Insurance Officer as soon as you become aware of the loss or damage

The following information is required following accidental damage to departmental equipment:-

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| Name of Department |  |
| Person Reporting the loss | Name:  Email: |
| Person liaising with Insurance Officer | Name |
| Address and exact location where the loss occurred including room number |  |
| Date and Time of Incident |  |
| Please provide as much detail as possible of how damage occurred.  (Please provide as much photographic evidence as possible including the source of the damage) |  |
| Were the premises unoccupied at the time of the incident? |  |
| When and by whom was the loss discovered? |  |

|  |  |
| --- | --- |
| Was the loss or damage caused by the negligent actions of another party or contractor? If so, please state their name and contact details |  |
| Please indicate which account number should be used for any settlement amount |  |

**Please list the individual damaged items and provide photographs, quotes, original and replacement/repair invoices and assessment reports.**

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| --- | --- | --- | --- |
| *Description of Property* | *Inventory Number* | *Value of Item* | *Estimated repair cost or actual replacement cost* |
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Please ensure you attach copies of the repair or replacement estimates and photographs of affected area/items and original invoices or purchase order details.

Send to the Insurance Office, Room 11.57, Eleventh Floor, Worsley Building, or email to: insurance@leeds.ac.uk