

Property Loss Report

COYLEKILEY
INSURANCE AGENCY, INC.

- Take photographs of the loss if safe to do so
- Retain any defective equipment that may have contributed to the loss and any damaged Property
- Call CoyleKiley Insurance at 815-987-2170 if claim assistance is needed

Date of report _____

Insured

Name of insured/business _____

Phone _____

Contact name _____

Phone _____

Incident

Date of incident _____ Time of incident _____ Date notified _____

Address/exact location where loss took place _____

Incident details

Kind of loss (fire, wind, explosion, etc.) _____

Description of Loss and Damage _____

Description of action taken to prevent further damage/loss _____

Name of police, ambulance, or fire department contacted _____

Incident report number if available _____

Name of restoration company contacted _____

Phone number of restoration company _____

Witnesses (name, address, phone)

Person completing form

Name _____ Phone _____

Signature _____

The recommendations provided are general in nature, unique circumstances may not warrant or require implementation of some or all of the safety suggestions.
There may be additional available safety procedures that are not referenced.