



REPORTER CONTACT INFORMATION:

Name: _____ Department _____
 E-mail: _____ Phone number _____

NOTE: The claim reporter serves as the primary contact for any follow-up needed e.g. presenting coverage determinations and for gathering documentation of the loss. All correspondence will be directed to this individual at the noted email address.

LOSS LOCATION

Street Address _____

City _____

State _____

Zip Code _____

Summary description
 of loss or damage
 (use attachments to
 provide full details):

Premises / property is (select one):
 owned by Harvard
 leased by Harvard
 partially owned and leased

CAUSE OF LOSS OR DAMAGE

Indicate all potential
 conditions
 contributing to the
 loss or damage:

Theft or vandalism
 Fire / smoke
 Wind / Hail
 Water (intrusion from
 outside e.g. rain or flood)
 Collapse or settling
 Equipment breakdown or
 failure

Electric system failure or
 disturbance
 Heating or cooling
 system failure
 Water (internal source
 e.g. plumbing system or
 sprinkler leakage)
 Lightning strike
 Other / undetermined

Date of Loss

Date of Report

check here if photos or video documentation is forthcoming

NATURE AND ESTIMATED SIZE OF DAMAGES:

	\$0	<\$25,000	\$25K - \$500K	>\$500K
Building				
Contents				
Equipment				
Loss of income/rents				
IT systems and data				

Reporter Comments or Additional Information:

- Please provide as much information about the loss as possible
- Email any photos / video of loss or damages
- Attach .pdf documents as needed to supplement the information given above
- If you require help completing this form, call Mark Frazier at 617-496-8830

SUBMIT YOUR COMPLETED REPORT VIA EMAIL TO:
RISK-SERVICES@HARVARD.EDU