

PROPERTY LOSS NOTICE

Date of this report: _____

Insured: _____

Date of loss: _____ Time loss occurred: _____ a.m. p.m.

Location of loss: _____
(Address, City, State & Zip Code)

Description of loss: _____

Were the Police called? yes no (Police report must be filed for all theft and vandalism claims).

If yes, Police Department and Report Number: _____

List of items stolen or damaged (include serial numbers where applicable):

Employees involved (if any):

Name: _____ Phone: (____) _____
(Area Code) + phone number

Name: _____ Phone: (____) _____
(Area Code) + phone number

Witnesses: _____ Employee? yes no
Name, area code, phone number

Name of person completing this report: _____

Phone: (____) _____
(Area Code) + phone number

Forward to: McQueary Henry Bowles Troy (attn: Helen Watson)

via e-mail: helen_watson@mhbt.com
via fax: 972-376-8101
via phone: 972-770-1653