

## Incident Report

Date of Report \_\_\_\_\_ Date of Incident \_\_\_\_\_ Time \_\_\_\_\_ AM/PM

Property \_\_\_\_\_ Weather Condition \_\_\_\_\_  
(Do not abbreviate)

Property Address \_\_\_\_\_  
Street City State Zip Code

Type of Incident: Criminal Potential/Injury Water Damage Other Damage  
(Circle one or more and mark out the rest)

(In the event of an injury, notify the Risk Administrator immediately via telephone and the President and EVP via email)

Crime Alert (Circle one) has been will be will not be sent

If you circled "will not be" explain why \_\_\_\_\_

Name of Injured Party \_\_\_\_\_

(Circle one) Resident Homeowner Occupant Guest unknown

Injured Party Address \_\_\_\_\_  
Street City State Zip Code

Occupant/Resident Name(s) \_\_\_\_\_

Occupant/Resident Address \_\_\_\_\_  
Street City State Zip Code

Occupant/Resident Phone Number (h) \_\_\_\_\_ (w) \_\_\_\_\_

Location where incident occurred \_\_\_\_\_

List the unit numbers, occupants/owners of other units damaged; if water damage – note size of area affected

Name of any Witness \_\_\_\_\_

Witness Address \_\_\_\_\_  
Street City State Zip Code

Witness Phone Numbers (h) \_\_\_\_\_ (w) \_\_\_\_\_

Police Report # (attach copy also) \_\_\_\_\_

Claimant/Witness statement attached? (Circle one) YES NO

Name of person taking report \_\_\_\_\_ Phone Number \_\_\_\_\_

Original pictures (Circle one) attached will follow

Manager's signature (if available) \_\_\_\_\_