



Property Information		
Property Name:		
Property Address:		
City:	State:	ZIP Code:

A Casualty Loss is sudden, unexpected damages – There are several causes including natural causes such as hurricanes, tornados, floods and earthquakes, as well as tenant caused such as fire, flood, or vandalism. Damages incurred over long periods of time like dry rot, termites, mold damage, poor construction or resident-caused destruction, do not qualify as “sudden” casualty losses. However, regardless of the cause, Owners must make repairs to units with damages in a timely manner to maintain qualified basis and prevent possible loss of credits.

Loss/Damage Information		
Total Loss / Partial Loss (Please circle one)	Date of Loss/Damage:	Date SOH Notified:
Will a claim be made to your insurance?    Yes    No    What is your current insurance deductible? \$ _____		
Brief Description of loss/damage:		

Unit(s) Affected

Unit Number:	Household Name:	Damage suffered	Displaced? If Yes, did they move to a Hotel, Move off site or transfer to another unit

If more units, please use another piece of paper.

Please send us a copy of the following documentation:

- Police or Fire Department notified, if yes send report
- List of repairs, costs to complete and a timeline for completion
- Certificate of Occupancy, if applicable
- Any additional information you feel is helpful

Property Management Company Name:	
Submitted By:	Date:
Phone:	E-mail: