



Property Loss Notice

Project Manager Information

Full Name: _____
Last First M.I.

Phone: _____ Email: _____

Incident Details

Date of Occurrence: _____ Time of Day: _____

Location: _____

Short Description: _____

Police Case Number (if applicable) _____

3rd Party Information

Full Name: _____

Email: _____ Phone: _____

Address: _____

Signature

Please capture and attach any photographs and other relevant documents.

Email to: Kelsey.Knotts@mail.wvu.edu & Donna.Hadrych@hsc.wvu.edu

Submitted By: _____ Date: _____