

# Property Damage Incident Report for Liability Claims

Date of Report

Report Number

Property Owner / Responsible Party Name

Contact Information (Address, Phone, Email)

Date & Time of Incident

Incident Location (Address or Description)

Describe the Incident

Describe the Property Damage

Estimated Value of Damage (if known)

Were There Any Witnesses?

If Yes, Provide Names & Contact Details

Actions Taken/Reported To (e.g., Police, Management)

Additional Comments / Notes

Signature

Date