

DIOCESE OF SACRAMENTO PROPERTY REPORT

PLEASE COMPLETE AT THE SCENE OF THE INCIDENT (FOR ANY INJURY OR PROPERTY DAMAGE)

- **DO NOT ADMIT LIABILITY.** Do not make any statements regarding fault or payment of any bills.
- **IMMEDIATELY** fill out this report and fax/e-mail to:

Catholic Mutual Claims

Phone #: (800) 228-6108

FAX #: (402) 551-2943

e-mail: reportclaim@catholicmutual.org

- **TAKE STEPS TO PROTECT** property and mitigate damages. Do all you can to prevent damages from worsening.
- **EXAMINE** the accident scene. Note conditions such as debris, moisture, lighting, equipment involved, etc. **Take photos of the damage, injury and scene/area as soon as possible after the incident.**
- **DO NOT DISCUSS THE INCIDENT** except with Church Officials, Police, or your Catholic Mutual insurance representative.
- **KEEP ANY EVIDENCE** for the claims adjuster's review.

INCIDENT REPORT

DATE: _____ TIME: _____

PERSON SUBMITTING REPORT: _____ PHONE: _____

PARISH/SCHOOUAGENCY _____

ADDRESS: _____

LOCATION INCIDENT TOOK PLACE: _____

DESCRIPTION OF INCIDENT: _____

PERSON OR PROPERTY INVOLVED IN INCIDENT: _____

ADDRESS: _____

AGE: _____ PHONE: _____

NATURE AND EXTENT OF NJURY OR PROPERTY DAMAGE: _____

WHY WAS THE PERSON ON PREMISES? _____

WITNESSES

NAME: _____

ADDRESS: _____

PHONE#: _____

NAME: _____

ADDRESS: _____

PHONE #: _____

NAME: _____

ADDRESS: _____

PHONE#: _____

POLICE/FIRE DEPARTMENT

NAME OF OFFICER: _____

BADGE #: _____ PHONE #: _____

AMBULANCE: _____

SUBMITTED BY: _____ DATE: _____

TITLE: _____

ADDRESS: _____

DAYTIME PHONE #: _____

FAX #: _____

WHAT ACTION HAS BEEN TAKEN TO PREVENT SIMILAR ACCIDENTS IN THE FUTURE?

