



PROPERTY DAMAGE INCIDENT REPORT

Use this form to report damage to County property.

Note: Property losses by departments are subject to a \$1,000 deductible (department pays first \$1,000 of any loss).
 Send report to Risk Management at liability@sonoma-county.org or fax to 707-565-6192. Keep a copy for your records.

Date of Incident	Time of Incident	Address and/or Description of Incident Location
<hr/>	<hr/>	<hr/>
Department/Division that Suffered Loss		
<hr/>		

Cause of Loss	<input type="checkbox"/> Fire	<input type="checkbox"/> Water	<input type="checkbox"/> Auto	<input type="checkbox"/> Theft	<input type="checkbox"/> Hail/Wind	<input type="checkbox"/> Boiler & Machinery	<input type="checkbox"/> Other
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Description of Incident or Event
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Description of Damaged Property	Estimated Cost of Loss	
<hr/>	Property Damage	
<hr/>	Building/Contents	\$ <hr/>
<hr/>	Other Expenses	
<hr/>	Labor	\$ <hr/>
<hr/>	Loss of Use	\$ <hr/>
<hr/>	Temp Rentals/Relocation	\$ <hr/>
<hr/>	TOTAL AMOUNT	\$ <hr/>

<input type="checkbox"/> Attach photographs of damage and/or cause of loss to this report	
Police/Fire Agency <hr/>	Police/Fire Agency Report Number <hr/>

Name of Reporting Employee	Date
<hr/>	<hr/>
Department/Division	Phone Number
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