NOTICE OF PROPERTY LOSS FORM

IMPORTANT: Use this form to report Property loss that occurs "after hours" ONLY. After HOURS is referred to as after normal business hours Monday through Friday, 8:00 am to 5:00 pm.

EMERGENCY CONTACT: Frederick Trotter
DOAS Risk Management
404-822-7733

PROVIDE THE FOLLOWING INFORMATION:

TYPE OF LOSS:  (__) Windstorm  (__) Flooding  (__) Other

Date of Loss: __ / __ /__  Time of Loss: ____ AM/PM  Loss Location: ______________________

If multiple locations are affected, please attach complete list of each location.

Your Agency: __________________________  Department: _______________________

Agency Ref. #: ________________  Agency Contact & Phone Number: ____________________

Type of Damages: ____________________________________________________________

Loss Description (REQUIRED): ________________________________________________

_____________________________________________________________________

_____________________________________________________________________

ESTIMATED LOSS AMOUNT: ________________________________________________

An acknowledgement letter will be sent to the risk manager with the assigned DOAS claim number that must be included on the Sworn Proof of Loss form and any other claim related correspondence.

The DOAS retains the right to assign an outside adjuster to investigate the loss on its behalf. The Sworn Proof of Loss form with DOAS claim number, copies of original invoices for property, bills for material and labor and evidence of payment (check or approved purchase order) for replaced or repaired items must be provided to finalize a claim within 120 days. The required documents substantiate reimbursement of damages for a claim.

Janet Nash / Billie Barron
AGENCY RISK MANAGER/COORDINATOR  DATE
470-578-2599  470-578-9325
PHONE NUMBER  FAX NUMBER