

**State of Georgia  
Department of Administrative Services  
Risk Management Services**

**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:** During Business Hours ALL KSU LOSSES -  
REPORT to KSU Risk Management **404-345-1573** or  
**678-230-0116 riskmanagement@kennesaw.edu**

AFTER HOURS-  
LARGE LOSS ONLY TO: **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:** Kennesaw State University    **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 with in 120 days. The required documents substantiate reimbursement of damages for a claim.**

Janet Nash / Billie Barron  
\_\_\_\_\_  
**AGENCY RISK MANAGER/COORDINATOR**

470-578-2599  
\_\_\_\_\_

**PHONE NUMBER**

\_\_\_\_\_  
**DATE**

470-578-9325  
\_\_\_\_\_

**FAX NUMBER**