

PROPERTY LOSS NOTICE

DANVILLE COMMUNITY CONSOLIDATED SCHOOL DISTRICT #118
110 EAST WILLIAMS STREET
DANVILLE, IL 61832

REPORT ALL LOSSES IMMEDIATELY BY TELEPHONE TO THE BUILDINGS & GROUNDS
OFFICE (444-1020).

FOLLOW UP WITH WRITTEN REPORT DETAILING THE INCIDENT.

PLEASE TYPE.

DATE & TIME _____

BUILDING _____

ADDRESS _____

LOCATION _____

ESTIMATED VALUE OF LOSS: \$ _____ ACTUAL \$ _____

TYPE OF LOSS:

A. THEFT

C. WIND

E. FIRE

B. VANDALISM

D. WATER

F. OTHER _____

WAS POLICE REPORT FILED? ☐ NO ☐ YES BY: _____

DESPRIPTION OF LOSS: Attach a copy of police report and any additional information.
What happened? _____

WITNESSES ☐ NO ☐ YES Please give name, address and telephone number of all
persons with any knowledge of this incident.

Name of person filing report (please print)

Signature of person filing report

Date of report