

**Office of Risk Management**  
University of Maryland, Baltimore  
220 N. Arch Street, 14th Floor  
Baltimore, MD 21201  
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**Property Loss/Damage Notification**

Date of Loss

Reported By

E-mail Address

Building Name

Building Address

Specific are of building where loss took place

Detailed Description of Loss (include the cause, if known, and attached photos)

Dept./Bldg Contact Name

Dept./Bldg Contact Phone

Police / Fire Dept. Name

Police / Fire Dept. Report #

Est. Costs of Bldg Loss

Est. Costs of Contents Loss

Signature of Preparer

Date