



A V A N T A G E
PROPERTY MANAGEMENT

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INCIDENT/PROPERTY DAMAGE REPORT FORM

Reported by: _____ Dept. _____ Date: _____

Date of Incident: _____ Time of Incident: _____ a.m. _____ p.m.

Location of Incident : _____

Was Police Dept. Notified _____ Yes _____ No Fire Dept. _____ Yes _____ No

Incident Report

Please provide a brief description of the type of damage:

_____ Injury to Person _____

_____ Damage to Property _____

_____ Other _____

Name of Party _____

Phone _____

Address (Include complete address, Street address, City, State, Zip)

Briefly Describe What Happened:

Did party indicate intent to file a claim against agency? _____ Yes _____ No

Incident Activity Log:

Date _____ Comments _____ Diary/Activity
