

Immediately after discovering damage, fill out this form and send it to:

**DIOCESE OF SHREVEPORT  
OFFICE OF BUSINESS AFFAIRS**

Fax: 318-868-4609 Email: [busoffice@dioshpt.org](mailto:busoffice@dioshpt.org)

## PROPERTY LOSS REPORT

CHURCH/SCHOOL NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PRIMARY CONTACT/PERSON COMPLETING FORM: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

DETAILS OF DAMAGE:

DATE OF DAMAGE (i.e., specific date of storm, etc.): \_\_\_\_\_

BUILDING NAME (exact location where the incident occurred): \_\_\_\_\_

HOW DID THE DAMAGE OCCUR? \_\_\_\_\_

\_\_\_\_\_

DESCRIBE THE DAMAGE: \_\_\_\_\_

\_\_\_\_\_

IS THE DAMAGE A SUSPECTED RESULT OF LIGHTNING STRIKE? Y\_\_\_ N\_\_\_

IS THE DAMAGE A SUSPECTED RESULT OF CRIME (vandalism, arson, theft, etc.)? Y\_\_\_ N\_\_\_

WERE POLICE CALLED TO THE SCENE? Y\_\_\_ N\_\_\_

WAS A POLICE REPORT OBTAINED? Y\_\_\_ N\_\_\_

(If yes, please provide a copy to the Business Office as soon as possible.)

PREVENTION OF FURTHER DAMAGE:

1. If the affected area poses a risk to passers-by, please rope off or secure the area in order to prevent injury.
2. Take measures to tarp any holes in roofs or walls so that further damage does not occur.

There is a \$1,500 deductible on property claims.