

Catholic Mutual Canada . . . "CARES"

PARISH REPORT OF PROPERTY DAMAGE

NAME OF PARISH/INSTITUTION _____

DIOCESE _____

ADDRESS _____

CITY _____ PC _____

PHONE _____

PERSON REPORTING _____

DATE FORM COMPLETED _____

DATE/TIME OF INCIDENT _____

LOCATION OF DAMAGE _____

WERE PHOTOGRAPHS TAKEN? _____

(Please take digital photos when possible for all damages)

DESCRIBE INCIDENT _____

IF VANDALISM OR THEFT, POLICE MUST BE NOTIFIED. GIVE POLICE REPORT
NUMBER _____

DESCRIBE BUILDING AND/OR CONTENTS DAMAGE (IF ADDITIONAL SPACE IS
NEEDED PLEASE ITEMIZE ON SEPARATE SHEET OF PAPER) _____

SPECIAL INSTRUCTIONS

- ***PARISHES SHOULD PROCEED WITH ANY EMERGENCY REPAIRS NEEDED TO PREVENT FURTHER DAMAGE.***
- ***TWO OR THREE ESTIMATES ARE REQUIRED (CONSULT DIOCESAN PROTOCOL) FOR ALL NON-EMERGENCY REPAIRS, UNLESS PRIOR APPROVAL IS OBTAINED FROM CATHOLIC MUTUAL CANADA.***
- ***REPORT TO CATHOLIC MUTUAL CANADA IMMEDIATELY BY PHONE AT 1-866-233-3332. PLEASE FAX THIS FORM TO CATHOLIC MUTUAL CANADA AT 416-324-1337.***