

DIOCESE OF TUCSON

THE ORDINARY MUTUAL

PROPERTY INCIDENT REPORT
(NON—AUTOMOBILE)

FILL OUT AT SCENE OF INCIDENT

DO NOT ADMIT LIABILITY - Make no statements regarding fault or payment of any bills.

IMMEDIATELY - Fill out this report, e-mail and mail to:

Liz Aguallo
Property and Insurance Administrator
PROPERTY AND INSURANCE OFFICE
P.O. Box 31
Tucson, Arizona 85702-0031

EMAIL: eaguallo@diocesetucson.org

EXAMINE - The accident scene.

Note conditions such as debris, moisture, lighting, equipment involved, etc.

DO NOT DISCUSS THE INCIDENT –

Except with Parish Officials, Police, or your insurance representative

KEEP ANY EVIDENCE - For the claims adjuster's review.

PERSON SUBMITTING REPORT

NAME: _____

TITLE: _____

PHONE #: _____

PARISH/AGENCY: _____

ADDRESS: _____

PROPERTY INCIDENT REPORT

(NON—AUTOMOBILE)

- CONTINUED -

INCIDENT REPORT

DATE OF INCIDENT: _____ TIME OF INCIDENT: _____

PERSON INVOLVED IN INCIDENT: _____

AGE: _____

PHONE #: _____

HOME ADDRESS: _____
STREET CITY ZIP

NATURE AND EXTENT OF INJURY OR PROPERTY DAMAGE: _____

LOCATION INCIDENT TOOK PLACE: _____

WHY WAS THIS PERSON ON PREMISES? _____

WITNESSES

NAME: _____

PHONE #: _____

ADDRESS: _____
STREET CITY ZIP

NAME: _____

PHONE #: _____

ADDRESS: _____
STREET CITY ZIP

NAME: _____

PHONE #: _____

ADDRESS: _____
STREET CITY ZIP

POLICE / FIRE DEPARTMENT

NAME OF OFFICER: _____

BADGE #: _____ PHONE #: _____

AMBULANCE: _____

WHAT ACTION HAS BEEN TAKEN TO PREVENT SIMILAR INCIDENTS IN THE FUTURE?