

All Property Blanket Insurance

Property Loss Reporting

All occurrences of loss, damage or destruction of Government owned or leased property, must be reported promptly on the Property Loss Report form. Any occurrence where the loss, damage, or destruction may exceed **\$100,000.00** must be reported immediately by phone (867) 975-5809 or urgent facsimile (867) 975-5845 or email riskmanagementandinsurance@gov.nu.ca to the Risk Management Section of the Department of Finance, Iqaluit. A copy of the completed Property Loss Report should always go to Risk Management.

We always require the following information on any loss:

- date and time of loss
- location and description of property involved
- circumstances/cause of loss
- description and estimated value of damage

No repairs or replacement, other than those necessary to secure the property and/or prevent further loss or damage, shall be made without prior permission from the Risk Management Section of the Department of Finance.

It is important that accurate records be kept of all costs and expenses related to the occurrence, for example the following documentation will be required:

- estimate to repair or replace
- specifications for repair
- any and all documentation related to the repair, replacement, clean up, debris removal, equipment, supplies, furniture and appliances, etc. i.e. purchase orders, invoices, cheque requisitions, work orders, contract payments, change orders, etc.
- a detailed list of all damaged or destroyed contents including make, model and serial number, where applicable, and the cost to replace the exact item or nearest equivalent at today's prices.

Print, fill out and fax the following report to the Risk Management Office, Department of Finance in Iqaluit at: (867) 975-5845

**Risk Management
Department of Finance
Box 2260, Iqaluit, NU
X0A 0H0**

Print, fill out and fax the following report to: (867) 975 - 5845

Property Loss Report

To be completed for **ALL** occurrence of loss, theft, damage or destruction of assets owned by, leased to, or otherwise in the custody of the Government, except motor vehicles.

If the estimated amount of loss or damage exceeds \$100,000.00 report immediately to Risk Management, Department of Finance, Iqaluit either by phone at (867)(975-5809) or, fax at (867)(975-5845) or email riskmanagementandinsurance@gov.nu.ca.

Person Reporting	
Name:	Title:
Phone:	Department:
Settlement:	Region:

Details of Occurrence	
Date of Occurrence:	Time:
Location (be specific):	
Description of Occurrence:	

Details of Property and Damage	
GoN Asset Number:	
Description of Asset:	
Owner:	
How did the Damage Occur?	
Description of Damage:	
Estimate of Cost to Repair or Replace:	

1st Witness Name:	2nd Witness Name:	3rd Witness Name:
Address:	Address:	Address:
Phone:	Phone:	Phone:

This Form
Date this Report Completed:

Risk Management
Department of Finance
Box 2260, Iqaluit, NU
X0A 0H0