

Reporting Claims Requirements

IN THE EVENT OF A PROPERTY LOSS:

- 1) Follow your company procedures for reporting and responding to an Incident
- 2) Alert local emergency authorities, as appropriate
- 3) Complete the Property Loss Form
- 4) Report the incident to the CSJVRMA – Submit completed form to Susan Talesfore at susan.talesfore@sedgwick.com or fax the information to: (916) 244-1199.



FIRST NOTICE OF PROPERTY LOSS
CSJVRMA
1750 Creekside Oaks Drive, Suite 200, Sacramento, CA 95833

SUBMIT COMPLETED FORM TO:

CSJVRMA, Attn: Susan Talesfore, via email: susan.talesfore@sedgwick.com OR
via fax: (916) 244-1199.

All property losses must be reported as soon as practicable upon knowledge of a loss.

For questions, please contact Susan Talesfore at (800) 541-4591, ext. 19119

1. TODAY'S DATE:

2. TYPE OF CLAIM (check all that apply):

Real Property

Personal Property

Other

3. CITY NAME/CONTACT INFORMATION:

Central San Joaquin Valley Risk Management Authority (CSJVRMA) and its member:

City of:

Address:

Point of Contact:

Phone #:

Email:

4. LOSS INFORMATION:

Date of Incident:

Location of Loss:

Probable amount of loss (if known): \$

5. DESCRIPTION OF LOSS AND DAMAGE:

6. LIST ANY ATTACHED DOCUMENTATION:

(check if none)

Name of Person Completing This Form:

Signature: