

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 Jon Lackey at jon.lackey@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: Jon Lackey, via email: jon.lackey@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 Jon Lackey at (800) 541-4591, ext. 19184

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:			