

# REPORT OF PROPERTY DAMAGE ACCIDENT

File No. \_\_\_\_\_

**YOU**Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_  
Zip Code \_\_\_\_\_ Phone # \_\_\_\_\_**PARTY CAUSING DAMAGE**Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_  
Zip Code \_\_\_\_\_ Phone # \_\_\_\_\_**FACTS OF ACCIDENT**

Date \_\_\_\_\_ Time \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

**DAMAGE TO PROPERTY**

Please obtain 2 estimates and attach. List below who the estimates were from and the amount of the estimate:

1. \_\_\_\_\_ Amount\$ \_\_\_\_\_  
2. \_\_\_\_\_ Amount\$ \_\_\_\_\_

If property was repaired, attach bill. Actual cost? \_\_\_\_\_

**WITNESSES**

Name Address Phone #

1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_**POLICE**

Did police investigate? \_\_\_\_\_ Officer's Name and/or Badge? \_\_\_\_\_

Report # \_\_\_\_\_ Phone # to contact law enforcement officer \_\_\_\_\_

**BRIEF DESCRIPTION OF ACCIDENT**\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_**DIAGRAM OF ACCIDENT**

Please draw a diagram showing how the accident occurred. (You may use the back of this page or a separate sheet of paper if needed.)

**SIGNATURE**

Date \_\_\_\_\_ Signature \_\_\_\_\_