

RESORT HOTEL ASSOCIATION

Property Loss Reporting Form

At the time of a loss: fill out the form below, call Rocco Bianchi to inform him of the loss and fax this form to Rocco Bianchi, Chris Curtin and Tony Hirsch Refer to the *RHA Property Loss Reporting Procedures* for further instructions.

1. Specific Address of Loss or Damage:

2. Date of Loss:

Time of Loss:

AM PM

3. Type of Loss-Fire, Water, Wind, Electrical, etc.:

4. Name of Contact at Loss Location:

5. Phone of Contact at Loss Location:

6. Description of occurrence and description of loss or damage to the involved property:

7. Estimate of Loss: