

# PROPERTY DAMAGE REPORT

FORM MUST BE SAVED BEFORE COMPLETING

**NOTE:** Please submit completed form whenever property damage has occurred within the Diocese of Peoria, IL.  
All boxes must be completed for the report to be processed.

Name of Parish / Institution:			Building / Structure Damaged:		
Mailing address:			Physical Address of Loss:		
City / State:	Zip Code:	Phone with area code:	Type of Loss		
Location Email:			Date of Loss:	Time of Loss	
Person reporting loss			Content Damaged:		Textiles Damaged:
			Yes	No	Yes No
Date Form Completed:			Photographs Taken:		Police Report #:
			Yes	No	
Describe Incident <i>(in as much detail as possible)</i> :					
Describe Building, Contents, Textiles Damaged <i>(in as much detail as possible)</i> :					
Witness:		Address:		Phone with area code:	
Witness:		Address:		Phone with area code:	
Completed By:		Title and Email:		Phone with area code:	

### SPECIAL INSTRUCTIONS

1. Location **MUST** make any emergency repairs needed to prevent any further damage building or structure.
2. Location **MUST** notify CMG Peoria Service Office 309-671-1550 ext. 7013 or via email: [mblock@catholicmutual.org](mailto:mblock@catholicmutual.org) or after hours emergency – CMG Omaha Office 800-228-6108
3. For all **non-emergency** repairs Location **MUST** obtain **TWO (2)** written estimates for all losses over \$5,000
4. Large losses will be handled by Catholic Mutual Group's Peoria Service Office