

Property Insurance Loss/Damage Claim Checklist

The purpose of this document is to facilitate the submission of a reimbursement for lost or damage property from the Commonwealth's Risk Management Plan (Plan). All Mason property (including property that is under its care, custody, and control) is covered under the Plan for replacement value¹. **There is a \$1000 deductible per incident which must be assumed by the department having custody of the property.** In cases where several departments lose property due to the same incident, such as a fire, the \$1000 deductible is pro-rated among the various departments.

The Office of Risk Management (ORM) is required to gather and submit the following documents for reimbursement under the Plan:

_____ Report of Loss/Damage. Within three workdays of the incident, a "Report of Loss/Damage" must be submitted to ORM. Form attached.

_____ Police Report. All stolen property must be reported to, and investigated by, the Mason Police. A copy of their report is sent to ORM and will be included with the claim. Please notify the Police (x32810).

_____ Photo(s) of the damaged property. Photos must be submitted to ORM for all damaged property. A representative from ORM may be dispatched to take photos of the damaged property if additional photos are required.

_____ Explanation of the Loss/Damage. If the Police Report or other sources do not fully explain what occurred, it may be necessary for the faculty/staff member claiming the loss to prepare a short statement regarding how the damage/loss occurred, persons involved, a complete description of the property, and the steps taken to recover from the loss.

_____ Proof of Ownership. Provide a copy of purchase order, vendor invoice, most recent Fixed Assets Office's inventory of your department's property, or a statement from the department head. Also, provide old specifications for all electronic equipment².

_____ Proof of Replacement. Provide a copy of the **PAID INVOICE**. It should include all the modifications. In the event, the replacement item is not the same as to lost item, the vendor or other authority should indicate that the new item is functionally the same. Additionally, if there has been an up-grade, there should be an annotation as to what features (and the related costs) constitutes the up-grade. For all electronic equipment, provide the old and new specification lists. For damaged property that cannot be repaired have the vendor or other authority provide a statement indicating the cause of the damage, why property could not be repaired, and that the replacement is the most comparable.

_____ Repair Bills. It is necessary that the bill indicate specifically what service was performed and/or what parts were provided. Further, the bills must state the purpose for the work and the item(s) repaired. In the event the bill covers several items, please annotate those portions of the bill applicable to the claim. "For Services Rendered" bills will not support a claim. Please try to utilize Mason resources for repair of damaged property, if possible.

If you have any questions please email the Risk Management Office at risk@gmu.edu or call 3-2599.

¹ Replacement Value: reimburse for the cost to replace the damaged or destroyed property with new property of like kind and quality without any deduction for depreciation.

² Electronic Equipment shall include, but not limited to, computer systems, printers, projectors, cameras, and laboratory instruments.