



**WOGAN
MANAGEMENT**

GREATER.

Loss, Injury, or Property Damage Report

Property Managers are to report all incidents involving loss, injury, or property damage within **24 hours** of receiving notice of the incident. Please complete this form and email to your portfolio manager.

Please be as specific as possible including full names and unit numbers.

Property _____ Today's Date _____

Date and Time of Incident _____

Reported to Police Yes _____ No _____ N/A _____

If no, please explain _____

Reported to Fire Dept Yes _____ No _____ N/A _____

Estimate of loss amount (if any) \$ _____ (for property damage only)

Description of Incident



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Name, Address, and Phone Number of any witnesses
(if witness is employee – indicate employee next to their name)

Property Manager _____

Property Address _____

Property Phone # _____

Do not use this form for Employee Injury. Please see Worker's Comp document.