

**STATE of COLORADO LOSS NOTICE
THIS FORM IS USED TO REPORT
PROPERTY, BOILER & MACHINERY, BOND, CRIME LOSSES**

SEND (mail or fax) TO:
Risk Management Office
1313 Sherman, Room 114
Denver, Colorado 80203
(303) 866-3848, fax (303) 894-2409

Upon receipt of this notice, the Risk Management Office will advise the appropriate insurance carrier(s). Agencies should take steps to mitigate the loss, maintain records to support the claim, submit invoices or purchase orders documenting item values, and work with the assigned adjuster(s). Some losses may involve investigation by more than one insurance carrier, and adjustment may require coordination of coverages.

Loss date ____/____/____ Time _____ Estimated Loss \$ _____

State Dept: _____ State Div: _____

CONTACT: _____ Phone _____ Fax _____

E-mail _____

Address _____ C/S/Z _____

Facts (what happened?):

Description of Loss or Damage:

Loss Location:

Police or Fire Agency: _____

Person Reporting: _____ **Date** ____/____/____

Risk Management Office use below this line. _____

_____PROPERTY _____BOILER _____CRIME

Broker: MARSH, Inc. fax:: (303) 308-4900

Rev 122702