



DEPARTMENT OF
**ENVIRONMENTAL SAFETY,
SUSTAINABILITY & RISK**

Seneca Building
4716 Pontiac Street, Suite 0103
College Park, MD 20742
301.405.3960 TEL 301.314.9294 FAX

University of Maryland Property Loss Claim Form

The University's property is self-insured by the State of Maryland Insurance Trust Fund (SITF). The SITF coverage is a "Reimbursement Only" coverage, which means that the University must incur the costs of the loss before the claim can be processed through the State. Our SITF coverage has a \$1,000.00 deductible per incident and requires that a notice of claim be submitted to the State within 60 days from the date of loss.

Directions: Please answer the following questions regarding your department's claim for damage property and return the completed form by email to insurance@umd.edu or by fax to 301-314-9294. **This form must be received within 30 days from the incident for a claim to be acknowledged.**

1. What date did the incident occur or when was it first noticed?
2. Where did this incident occur or what rooms were affected? (Building, Room #, Area of Building)
3. What caused the incident? How did the incident occur? What has happened since the incident occurred?
4. Was University property damaged as a result of this incident? Please list the property (including serial numbers or control numbers, if available) and indicate if the property is repairable or needs replacement. Attachments are acceptable.
5. Please provide any additional information you may have regarding this loss (Police Report #, Pictures).
6. Please provide the department name, departmental contact and KFS # for the handling of this claim.

For additional information, please contact:
Risk Management, Insurance Coordinator
301-405-3960(Main), 301-314-9294 (Fax)
insurance@umd.edu