

# Property Claim Packet – Instructions

*Electronic version of Property Claim Packet is available at <http://www.virginia.edu/riskmanagement/>*

**CONTACT** UVAPD - security assistance & crime reporting; Facilities Management - building damage and clean up; Environmental Health and Safety - hazardous materials, potential mold etc.; LSP/LSA - IT equipment impacted by water/soot.

**PREVENT FURTHER DAMAGE** (e.g. move items from water) and **PRESERVE EVIDENCE** of cause of the loss and damaged items by photographing and retaining all items until Property & Liability Risk Management approval to surplus or discard is obtained.

## REPORTING and CLAIM SUBMISSION REQUIREMENTS

**WITHIN 24 HOURS** or the next business day of the Incident: In order to establish your department's claim, you must submit the [Incident Report Form](#) and columns 1 and 2 of the **Property Claim Packet – Damaged Property Spreadsheet (tab 2 of the Property Claim Packet Workbook)** to [orm-frm@virginia.edu](mailto:orm-frm@virginia.edu). **Late reporting may result in denial of coverage.**

**WITHIN 3 MONTHS** of the incident or conclusion of theft investigation: prior to the property coverage responding to this loss, you must submit the pertinent documents listed below. Property & Liability Risk Management may modify these requirements for particular claims. Replacement expenditures of stolen items recovered by the police are not eligible for settlement. **Your department's claim will be closed, if your documentation is not received by the 3 month claim deadline date.**

## DOCUMENTS

**Property Claim Packet – Damaged Property Spreadsheet (tab 2)** should be used for repaired or replaced University-owned items. Submit the spreadsheet with the following documentation listed by column numbers:

3. Copy of original University purchase documents for damaged items, if replacement involved, as well as photographs. (Hint: the date of these purchases is prior to the date of the loss)
4. Vendor statement indicating the cause of the damage, a description and photos of the physical damage, and that any item replaced could not be repaired and that the replacement is the most comparable available. (Hint: to prove your claim by documenting there was damage caused by the incident and justification that what you spent was the least amount possible). For theft claims, a police report number is required in addition to vendor statement regarding replacement is the most comparable available.
5. Copy of invoices showing repair or replacement. (Hint: the date of these invoices is on or after the date of loss) and proof of payment for all amounts submitted for reimbursement (Hint: the Invoice Summary out of the Oracle Integrated System will show the actual payment)
6. Salvage value, if replacement is involved. (Hint: You must address whether there is potential for surplus sale recovery or value for parts you are keeping to determine what amount to deduct for the surplus value. You must retain all items until you seek and receive approval from Property & Liability Risk Management to surplus or discard)

The coverage reimburses the lesser of repair or replacement of covered property damaged by a covered peril, less the \$1,000 departmental deductible (pro-rated for multiple departments). The coverage pays the full value of functionally similar (most comparable- no upgrades or warranties) property.

NOTE: FEMA requires additional forms and information.

**Property Claim Packet – Labor Spreadsheet (tab 3)** should be used for Non-exempt & Wage University Labor for actual repair. Managerial and exempt labor, fringe benefits and overhead are not covered. The coverage will not cover more than a contractor would charge. Please advise Property & Liability Risk Management once decision has been made to use employee labor.

NOTE: FEMA requires additional forms and documentation and may cover non-repair labor.

**Property Claim Packet - Extra Expense Spreadsheet (tab 4)** should be used for expenses resulting from property damage and necessary for business continuity. Submit this form with a best guesstimate of costs to Property & Liability Risk Management for discussion regarding possible coverage and required documentation.

## PROPERTY CLAIM PACKET - DAMAGED PROPERTY SPREADSHEET

<b>Claim Number:</b>	<b>Department:</b>	Electronic version of Property Claim Packet is available at <a href="http://www.virginia.edu/riskmanagement/">http://www.virginia.edu/riskmanagement/</a>
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**DEPARTMENT CONTACT Name, Phone Number & EMAIL:**

Item No.	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7
	Damaged Property Items	Preliminary repair/replacement cost guesstimate	Proof of UVA ownership and photographs	Vendor statements and photographs	Repair/replacement invoices and proof of payment	Salvage Value - if replacement involved	Final repair or replacement cost
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							

<b>Total preliminary cost guesstimate</b>		<b>Total amount being submitted for coverage</b>	
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## PROPERTY CLAIM PACKET - LABOR SPREADSHEET

<b>Claim Number:</b>	<b>Department:</b>	Electronic version of Property Claim Packet is available at <a href="http://www.virginia.edu/riskmanagement/">http://www.virginia.edu/riskmanagement/</a>
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**DEPARTMENT CONTACT Name, Phone Number & EMail:**

COVERAGE: Non-exempt and wage employee labor at base hourly rate is covered for actual repair. Managerial and exempt labor is not covered. Coverage will not cover more than a contractor would charge.	Use multiple lines for multiple days worked. NOTE: FEMA requires additional forms and documentation and may cover non-repair labor.	Submit once this column is complete
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EMPLOYEE NAME	TITLE	DATE	SPECIFIC WORK PERFORMED	HOURS WORKED	BASE HOURLY RATE - not incl. fringe benefits and overhead	TOTAL LABOR COSTS

**Total amount being submitted for coverage**

## PROPERTY CLAIM PACKET - EXTRA EXPENSE SPREADSHEET

<b>Claim Number:</b>	<b>Department:</b>	Electronic version of Property Claim Packet is available at <a href="http://www.virginia.edu/riskmanagement/">http://www.virginia.edu/riskmanagement/</a>
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**DEPARTMENT CONTACT Name, Phone Number & EMail:**

Relocation or other extra expense resulting from property damage and necessary for business continuity may be covered under the Property coverage and should be listed below with guesstimate and submitted for discussion with Property & Liability Risk Management regarding possible coverage and required documentation.	Use this column to record information and track documents required by Property & Liability Risk Management. NOTE: FEMA requires additional forms and information and may reimburse extra expenses which are not covered by the Property coverage such as extra expenses not resulting from property damage.	Submit to Property & Liability Risk Mgmt. with this column completed for settlement consideration along with the entire Property Packet workbook.
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EXTRA EXPENSE DESCRIPTION	Preliminary cost guesstimate		TOTAL COVERED EXTRA EXPENSES

<b>Total preliminary guesstimate</b>		<b>Total amount being submitted for coverage</b>	
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