



# Student Property Damage/Loss Claim Form

Please return completed form to Office of Risk Services 360 Huntington Ave CP 301, Boston MA 02115  
or via email at [insurance@northeastern.edu](mailto:insurance@northeastern.edu)

This form must be completed and submitted **NO LATER** than 14 days following date of the incident or first discovery.

Student Name:		NUID#:		
Campus Address:		Preferred Email Address:		
Phone #:		Permanent Address:		
<b>FACTS</b>	Date of Loss:	Time of Loss:	Weather:	
	Location:			
	Description of Incident:			
	Were you injured as a result of this incident?			
	Who was notified?	Name:	Email:	Telephone:
	What action was taken by the agency following damage?			
<b>PROPERTY</b>	Description of property involved: If more than one item, please list on page 2.			
Estimated total amount of loss: ( Include Total from Page 2)				
<b>INSPECTION</b>	Are Item(s) available for inspection?		Are photographs of damage item(s) available? Attach separately	
<b>PARTY RESPONSIBLE FOR LOSS</b>	Name (Individual or Firm) – That caused loss, if known:			
	Address:		Phone:	
<b>WITNESSES</b>	1) Name:	Email:	Phone No.:	
	2) Name:	Email:	Phone No.:	
<b>POLICE REPORT</b>	Agency:	Officer and ID No.:	Report No.:	
<b>REMARKS</b>				
Reviewed by (Print name)		Date _____		
_____ (Residential Life or other Authorized Staff)				
_____ Authorized Signature (Residential Life/Authorized Staff)				

**Note:** It is a crime to provide false or misleading information to an insurer for the purpose of defrauding the insurer or any other person. Penalties include imprisonment and/or fines. In addition, an insurer may deny insurance benefits if false information material related to a claim was provided by the claimant.

