



REPORT OF LOSS TO STATE-OWNED PROPERTY

Complete pages 1 & 2 for losses to Fine Art*

FOR STATE AGENCY USE ONLY

Agency Name:					
Date Reported:		Time:		Agency Code:	

LOSS DATA

Date of Loss:		Time:	
Kind of Loss:			
Location:			
Estimate of loss:			
Description of loss/damage:			

CONTACT INFORMATION

Name:		Title:	
Address:			
Email:		Phone:	

REPORTED BY

Name:		Title:	
Address:			
Email:		Phone:	

COMMENTS

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**Complete
this page
for Fine Art*
losses only**

REPORT OF LOSS TO FINE ART*

*Fine Art: Prints, drawings, photographs, paintings, antiques, rare books, manuscripts, coins, glass, artifacts, rugs, objects of historical interest owned or in "care, custody or control".

FOR STATE AGENCY USE ONLY

Title of Object:	
Date or Period: (circa)	
Artist:	
Is the artist living?	
Size and/or weight:	
Inscriptions/Markings:	
Type of object (painting, sculpture, furniture, jewelry):	
Subject of the Work:	
Name and Address of Owner and / or Lender:	
Value of the Object (determination):	
Police Report Number (if applicable):	
Location of Object:	
Distinguishing Features/ Previous Repairs	
Documentation – Please forward any shipping papers, receipts, invoices, purchase agreements, available photographs, loan agreements, etc.	

PROTECT AND PRESERVE THE OBJECT IN A SAFE PLACE!