

## Property Claim Guide Sheet

1. Does your property loss relate to a theft or vandalism?

No → Go to #2

Yes → Please file a police report. ☐ Complete. Go to #2

2. Was this VT property stolen or damaged?

Stolen → Go to #3 and Report Theft to University Fixed Assets

Damaged → Our insurer requires that you obtain at least one written repair estimate from a qualified repair vendor with labor and material costs broken down and a statement as to the cause of the damage. If the damaged item cannot be repaired and must be replaced, then a written statement to the effect from the repair vendor is required. Un-repairable items become property of the insurer and must not be discarded.

☐ Vendor Repair Statement  
Sent to Risk Management

☐ Un-repairable Item  
Sent to Risk Management

Go to #3

3. Proof of Virginia Tech Ownership of damaged or stolen items is required. This can be provided in one of the following formats.
- A copy of original purchase documentation, SPO/PO and vendor invoice dated before the date of loss, or
  - A copy of the University FAACS inventory listing with the item listed, or
  - A notarized statement indicating that written proof of Virginia Tech ownership could not be found, but attesting to Virginia Tech ownership of the item at the time of the loss.

☐ Proof of ownership sent to Risk Management, Mail Code 0310

Go to #4

4. Are you repairing damaged property? Yes → Go to #6 No → go to #5
5. Whenever damaged or stolen Virginia Tech owned property is replaced, our insurer requires that the item be replaced with an item having identical or comparable features. You may elect to replace damaged or stolen property with equipment having upgraded features relative to identical, comparable, or next best equipment, but any unfavorable cost differential must be borne by the department and will not be part of the insurance recovery.

Are you replacing with an exact replacement? Yes → Go to #6 No → Go to a.

- If identical or comparable features are no longer available on today's market, then we need a written statement from a vendor to that effect along with a brief description (including features and replacement cost) of the next best item that is currently available on today's market. (No E-Quotes)

☐ Vendor-Like, Kind & Quality Statement & Quote sent to Risk Management, Mail Code 0310

Go to #6

6. Copy of repair/replacement documentation, PO and vendor invoice.

☐ Proof of Repair/Replacement sent to Risk Management, Mail Code 0310

**Required claim documentation must be provided within one (1) year of the date of loss for claims with a recovery under \$25,000 and within two (2) years of the date of loss for claims with a recovery over \$25,000.**