

Incident Investigation Report for Physical Damage

Complete this report for all incidents of property damage. All claims should be reported immediately to Kris Twining at Catholic Mutual Group at (608-821-4566). Please read each question carefully, and answer **all** questions as completely as you can. **Please do not leave any blanks**, unless the question does not apply.

Name of Person Reporting: _____

Parish or Institution: _____

Street Address: _____

City/Location/Zip: _____ **Phone:** _____

Describe the Incident: (State what happened and what damage occurred.)

Type of Peril: _____

Where did it happen? _____

What happened? _____

What was damaged? _____

When did it occur? Date: _____ Hour of Incident: _____ AM PM

Police Report Number, if applicable: _____

Do you estimate the total damages to be more than \$1,500.00? Yes or No
(Circle One)

- If yes, be sure to call Kris Twining to request an insurance adjuster.
- On minor claims under \$1,500.00, please turn in repair estimates or billings with this form.

NOTE: If you wish to file an insurance claim, please forward all original bills for the repair or replacement of the damaged property to Kris Twining at Catholic Mutual Group.

Signature of Individual in Charge

Date Report Prepared

Please complete and mail or fax to:
Catholic Mutual Group
ATTN: Kris Twining
702 S High Point Road
Suite 221
Madison, WI 53744-4983
(608) 821-4566 Phone
(608) 833-3794 Fax