

## Incident Investigation Report for Physical Damage

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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**