



## State of Minnesota Property Loss Notice

(To be completed by appropriate **agency employees**. The claim should be reported immediately to enable the assignment of professional adjusters and to maximize loss recovery.)

Name of Agency or Educational Institution:		Contact Person (name, phone and email):	
Date of loss (mm/dd/yy):	Time of loss (am/pm):	Property Policy Number	
Exact location of loss:			
Police or fire department to which the loss was reported:			
Case Number:			
Kind of Loss (fire, theft, lightning, hail, windstorm, flood, other) <b>Please Explain:</b>			
Description of loss and damages (Please be as detailed as possible. Estimates can be used to expedite the claim reporting procedure):			

**Include all structural damages, contents (electronic equipment, furnishings), and any anticipated business interruption information. (Attach damage estimates if already obtained.)**

Person responsible for supervising the repairs (name, phone and email):
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Submit Claim to: [risk.management@state.mn.us](mailto:risk.management@state.mn.us)  
 Risk Management Division  
 310 Centennial Office Building  
 658 Cedar Street  
 St. Paul, MN. 55155  
 Phone Number 651-201-2592 or Fax to 651-297-7715

Emergency Reporting—After Hours and Weekends  
 Gallagher Bassett Services Inc.  
 Phone (866) 489-5797, Fax (800) 748-6459  
 Email [tnwclaims@tnwinc.com](mailto:tnwclaims@tnwinc.com)  
 GB Client Number 004276