

EMPLOYEE PERSONAL PROPERTY DECLARATION FORM

TOTAL OF ALL LISTED ITEMS SHOULD NOT EXCEED \$1,000.00

Employee Name: _____

Work Location: _____ Room No. _____

Private Property Carrier (Homeowners/Tenants Insurance) _____

Policy No. _____

Please attach copy of insurance policy declaration page

	Description	Date of Purchase	Purchase Price	Work Usage
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

I affirm that the above is true and correct to the best of my knowledge.

Employee Signature

Date

I have reviewed this form in accordance with applicable district regulations.

Site Administrator's Signature

Date

White - Administrator

Yellow- Employee

LOSS CONDITIONS--CLAIM PROCEDURE

If there is a loss of declared personal property, you must see that the following are done:

- 1. Notify Site Administrator and Police. Preserve damaged property as evidence and or obtain photographs of item(s) at location.**
- 2. Give CCSD immediate notice of the loss or damage. Include a description of the property involved .**
- 3. Give CCSD Adjuster a written description of how, when, and where the loss or damage occurred. Include CCSD loss reports, police reports, or witness statements.**
- 4. At CCSD Adjuster's request, provide complete inventories of damaged or stolen property to include quantities, costs (receipts), values, and two estimates for replacement. These documents should be attached to a copy of the declaration form on file and submitted to Risk Management.**
- 5. Permit CCSD Adjuster to inspect the property and records providing the loss or damage.**
- 6. If requested, permit CCSD Adjuster to question you under oath at such time as may be reasonably required about any matter relating to your personal property loss, including your books and records . In such event, your answers must be signed.**
- 7. Complete a sworn statement of loss to settle the claim within sixty (60) calender days from date of loss. CCSD Adjuster will supply necessary forms.**

Claims are subject to review by the Clark County School District, its excess insurance carrier, and their respective legal counsels.