Resident Incident and Damage Report Form

Section 1: Resident information

- **Full Name: _____**
- **Street Address: _____**
- **City, State, ZIP: _____**
- **Phone Number: _____**
- **Email Address: _____**

Section 2: Incident details

- **Date of Incident: _____**
- **Time of Incident: _____** AM / PM
- **Exact Location of Incident: _____**
- **Type of Incident (check all that apply):**
    - ☐ Water/Sewer Issue
    - ☐ Storm/Weather Damage
    - ☐ Other: _____

Section 3: Description of incident

Provide a detailed account of what happened. Include specific facts only, and use additional pages if necessary.

Section 4: Property damage description

Describe the damage to your property in detail. If multiple items were damaged, describe each one separately. Attach photographs to this report if possible.

Section 5: Damage estimate

- **Estimated Cost of Damage:** $_____
- **Did you notify your insurance company?** ☐ Yes ☐ No
- **Insurance Company Name:** _____
- **Insurance Adjuster Contact:** _____

Section 6: Submission

- **Signature:** _____
- **Date:** _____

For municipal authority use only

- **Date Received:** _____
- **Report Processed By:** _____