



UBC Risk Management Services - Insurance

UBC Property Losses (Except Licensed Vehicles) Claim Form

If loss or damage to UBC property occurs, fill in this word form; save the document and email to: [insurance.ubc@ubc.ca](mailto:insurance.ubc@ubc.ca) no later than 48 hours after the incident. All fields must be completed.

Thing to include

- Loss details
- Copies of invoices (if applicable) for the damaged/stolen property
- Copies of at least **two** estimates for replacement items of like kind. **Any added features are not compensable the University**
- Copies of "PAID" invoices for replaces/repaired property, including, where applicable, labour and material breakdown for work done by UBC workforce

Your Contact and Department Information

Your Name <small>Last name., First name</small>	Your Work Title
UBC Department, School, or Faculty	
UBC Department Address <small>Room Number &amp; Street Name City Postal Code</small>	
Phone	Fax (if applicable)
Email	Workday Worktags (program, Grant, Gift, Project)(Claim reimbursement)

Claim Information

Date and time of loss or theft		Location of loss or theft	
Replacement value of damaged or stolen UBC property		Was there signs of forced entry? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Was the loss from an alarmed area? <input type="checkbox"/> Yes <input type="checkbox"/> No	Was the alarmed area monitored by UBC Security? <input type="checkbox"/> Yes <input type="checkbox"/> No	Were the stolen items physically tied down to the table, bench, desk, etc...? <input type="checkbox"/> Yes <input type="checkbox"/> No	
RCMP report number <small>Click to enter text</small>			
If damage was caused by a 3 <sup>rd</sup> party (non-UBC employee), provide details to permit initiation of claim against said 3 <sup>rd</sup> party			
Was the incident reported to Campus Security? <input type="checkbox"/> Yes <input type="checkbox"/> No      If yes, attach incident report			
Describe in detail security in place at time of loss/theft (alarm, other method)			

\*See back for computer and portable electronic equipment deductibles (payable by department)\*



## COMPUTER AND PORTABLE ELECTRONIC EQUIPMENT DEDUCTIBLES

Computer and portable electronic equipment theft claims are subject to the following deductibles. The **claim deductible is paid by the department.**

		<u>Minimum Deductible</u>
1.	Loss from an alarmed area monitored by UBC Security (whether or not physical tie-downs exist).	\$500
2.	Loss from an alarmed area not monitored by UBC Security	\$1,000
3.	Loss from an area not monitored by UBC Security where computers were physically tied down to table/bench/desk, etc. using commercial (or equivalent) security cables or other hardware.	\$1,000
4.	Loss when neither alarm system nor tie-down existed.	\$2,000
5.	Loss of any portable equipment (notepad, laptop, camcorder, etc.)	\$2,000
6.	Loss from employee's home, in transit, or from vehicle.	\$2,000
7.	Loss of any multi-media projector.	\$3,000

**Note:** Ancillary Operations are subject to a higher deductible of \$5,000.00 per occurrence.