



## AAU Property Damage Form

1. Complete a Property Damage Form, and mail it to AAU as soon as possible. Keep one copy for your records.
2. Information will be reviewed and parties will be contacted by the claims adjuster for the current insurance company.
3. You must include a copy of your facility use agreement/contract.

If you need additional space for the details about the incident, please attach a separate paper.

If there are more than two parties involved in the incident please attach a separate paper with this information.

### Notes:

- Provide as much information as possible about the event where the damage occurred.
- Signature of Coach/Club Representative is required.
- Signature of claimant is required.
- Filing a Property Damage Form does not automatically constitute an obligation for payment.

### **Submit Non-member Incident Form to via mail, fax, or email:**

AAU  
P O Box 22409  
Lake Buena Vista, FL 32830

Tel # 407-934-7200  
Fax# 407-828-0166  
Email: [Notice@AAUSports.org](mailto:Notice@AAUSports.org)

Please print or type.

SEND COMPLETED FORM:



# PROPERTY DAMAGE FORM

AAU  
P.O. Box 22409  
Lake Buena Vista, FL 32830  
407-934-7200  
407-828-0166  
Email: Notice@AAUSports.org

<b>IMPORTANT NOTICE:</b>
<b>Action steps to take immediately following a loss</b> 1. Take immediate action to minimize the loss 2. Protect undamaged property from loss 3. Take photos of the damage and hold damaged property for adjuster to inspect

## PART 1: Club Information

(1) Amateur Athletic Union of the United States		(2) Policy Number SI8ML00176-171	
(3) Club Name & Club Code			(4) Phone #
(5) Email		(6) Name of Event	
(7) Did damage occur during AAU licensed activity/event? Yes <input type="checkbox"/> No <input type="checkbox"/>		(8) License/ Sanction #	
(9) Was damage at Supervised Practice? Yes <input type="checkbox"/> No <input type="checkbox"/>		(10) Was damage during Competition? Yes <input type="checkbox"/> No <input type="checkbox"/>	
(11) Print Name of Coach or Club Representative		(12) Signature of Coach or Club Representative	(13) Phone #

## PART 2: PROPERTY DAMAGE DETAILS

(1) Date & Time of Incident	(2) Facility Name	(3) Sport
(4) Facility address		(5) Phone #
(6) Name of Facility contact(s) <input type="checkbox"/> Facility Mgr <input type="checkbox"/> Other <input type="checkbox"/> Event Director		
(7) Description of what occurred?		
(8) Estimated cost of damage	(9) Property or Equipment damaged	
(10) Was there a witness? Yes <input type="checkbox"/> No <input type="checkbox"/>	(11) Name of witness	(12) Witness Tel #
(13) Address of witness		

## PART 3: Parties Involved in Incident

(1) Name	Telephone	(4) Name	Telephone
(2) Home Address (Street, City, State, Zip)		(5) Home Address (Street, City, State, Zip)	
(3) Email address		(6) Email address	

## PART 4: Additional incident details

Additional details or information

## PART 5: AUTHORIZATION

I swear that the above information is true and correct to the best of my knowledge and understand that it is a criminal offense to knowingly file a statement of claim containing false or misleading information or to willfully conceal information thereto with the intent to defraud an insurance company.

**X**

Signature	Print name	Date
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