

Report of Property Damage Incident

Fill out the information requested below and contact your DM immediately.

Date of incident: _____

Person reporting incident: _____

Phone number: _____

Location where incident occurred: _____

Property owner (if not the reporting person): _____

Address: _____

City: _____

State: _____

Zip code: _____

Description of property damaged: _____

Police Report # _____

Name(s) of employee(s) or customers who witnessed incident or spoke to the driver or person: _____

Brief description of incident:



PROPERTY CLAIMS REPORTING

Manager performs these tasks to Report a Property Damage Claim:

Property Damage Examples: Property Damage includes damages to Wendy's property or equipment resulting from vandalism or impact with vehicles, etc.

- ✓ Complete the Online incident report found at wendysidaho.com/forms and call your DM for assistants. Include a complete description of the cause and what was damaged
 - ✓ Take photos of the damage and email the photos to your DM.
 - ✓ Call the police to file a incidence report.
 - ✓ Obtain the following from persons involved:
 - Name
 - Address
 - Phone Number
 - Insurance Information
 - ✓ Obtain the following from witnesses:
 - Name
 - Address
 - Phone Number
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