

## Notice of Casualty Loss Tracker

Property Name: \_\_\_\_\_ Date of Loss: \_\_\_\_\_

Address: \_\_\_\_\_

OHCS funding: LIHTC LIFT OAHTC RISKSHARE CONDUIT ELDERLY/DISABLED PB-SECTION 8  
HOME (State) HOME (City) HOME (County) OTHER \_\_\_\_\_

Identify the type of Casualty Loss
Fire/Smoke    Flood/Water    Other: _____

Description the Casualty Loss

Identify all Buildings, Units, and areas affected		
Building ID or Name	Area of Loss	Description of Damage

All units are out of service at this property due to this Casualty Loss.

Were any residents relocated?    Yes    No			
Unit Number	Where relocated to	Date of relocation	Expected return date

Insurance provider contacted?    Yes: Date: \_\_\_\_\_    No: Scheduled date: \_\_\_\_\_

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Email address

\_\_\_\_\_  
Date

<b>30-day Update:</b>	<b>Updated by:</b>
Please describe your progress with mitigating the loss:	
Estimated date of completion:	
Estimated cost to date:	

<b>60-day Update:</b>	<b>Updated by:</b>
Please describe your progress with mitigating the loss:	
Estimated date of completion:	
Estimated cost to date:	

<b>90+ day Update:</b>	<b>Updated by:</b>
Please describe your progress with mitigating the loss:	
Estimated date of completion:	
Estimated cost to date:	

<b>Closing Update:</b>	<b>Updated by:</b>
Please describe your progress with mitigating the loss:	
Completion date:	
Total cost:	



## **Instructions to complete Notice of Casualty Loss Tracker**

The Notice of Casualty Loss Tracker will be utilized by OHCS and the Owner/Agent during the casualty loss event to monitor the progress of mitigating this loss. Below please find a brief description regarding how to complete this form.

### Definition of a Casualty Loss

A casualty loss is defined as the damage, destruction, or loss of property resulting from an identifiable event that is sudden, unexpected, or unusual. A sudden event is one that is swift, not gradual or progressive. A casualty doesn't include normal wear and tear or progressive deterioration. Casualty losses may result from a number of different sources. Physical damage to properties caused by casualty events and which render the residential rental unit(s) or building(s), or common areas associated with the property, unsuitable for occupancy can be reported as noncompliance standards.

Step 1- Provide general property information to include:

- a. Property name
- b. Property address
- c. Date of Loss
- d. OHCS Funding Sources
- e. Type of Loss

Step 2 – Provide brief narrative outlining the pertinent facts relating to the loss. Details may include:

- a. Description of damage (i.e., water damage to ceilings, walls, and flooring due to a water pipe break in the bathroom at #201 which resulted in extensive water damage to the sheetrock & flooring in apartments #201 & #101).

Step 3 - Identify all buildings, units, and areas affected

- a. Complete all applicable fields within the chart.

Step 4 – Relocation of Residents

- a. Identify if any residents were relocated by completing the applicable fields within the chart.

Step 5 – Other

- a. Provide contact information regarding insurance provider.

Step 6 – Update sections (30-day, 60-day, 90+day)

- a. Provide a brief update regarding progress made to date.

Step 7 – Closing Update

- a. Provide a closing update to include summation of total \$ cost.

