

**Tennessee Treasury Department  
Division of Claims and Risk Management**

**Property Claim Reporting Procedures**

1. The agency shall give **immediate notice** to <https://tntreasury.wufoo.com/forms/state-of-tennessee-damage-claim-report/> of any loss which may exceed the \$25,000\* maintenance fee. Do not post this link on a public facing website. This is only for State use. All initial notification of property claims must be filed using this link. You will be contacted by the next business day by Treasury or an adjuster from Sedgwick. Sedgwick is the State's Adjuster of Record. Time is of the essence, especially in a building damage type loss. Do not call/email Ken Abernathy or Sarah Gregory regarding filing a claim, unless the matter is a critical emergency (i.e., tornado damage, explosion, etc.). **Sedgwick will be dispatched to the loss site and will work with facility staff throughout entire claims process. In addition, contact Emergency Service Contractor (Belfor) immediately to assist agency in cleanup and water extraction.**
2. In building damage loss, clean-up as quickly as possible while Belfor is in route, in order to be able to better assess the damage properly. Please provide photographs of all damage and do not discard anything until adjuster arrives and inspects.
3. The agency shall protect the property from further damage.
4. The agency must separate the damaged and undamaged property.
5. The agency shall exhibit all that remains of the property described to the appointed insurance adjusting adjuster.
6. The agency must furnish a complete inventory of damaged or destroyed property, showing the amount of loss claimed, including the age of each item damaged.
7. It is at Risk Management's option to repair, restore, rebuild, or replace the property destroyed or damaged with other of like kind and quality.
8. Repair or replace the items. If bid situation exists, keep copies of all bids. Compile post-loss documentation and email to Adjuster.
9. Risk Management and the Adjuster will review claim. Risk Management will send proof of loss to the agency for signature.
10. Upon receipt of proof of loss, Risk Management will request from the Treasury Risk Management Fund an allotment revision to the appropriate agency allotment code.

**Documentation Required by Risk Management and Property Adjuster**

1. Contact Emergency Service Contractor (Belfor) immediately to assist agency in cleanup and water extraction.
2. Agency Accounting Department may want to set up a separate Code or Account Number for loss in order to track damage repair costs and employee hourly labor cost for work completed by employees outside of their normal duties.
3. Forward all repair costs invoices to the Adjuster—(Ken Abernathy) and his field adjuster on all losses. Only the actual invoices to document the actual repair cost incurred due to damages from loss will be accepted.
4. If loss damages are large enough to involve the State Building Commission, we will require the Bid scope to be approved by Adjuster before going out to bid; copies of the Bid Tab and the winning low bid; a copy of the final contract between the State and the Low Bid Contractor. In addition, information on the Pre-Construction meetings and any progress meetings, and notification of any change orders during the repair process must be communicated to the adjuster.
5. The Adjuster will need all invoices for all Property and Contents damages as soon as possible after repairs are completed. We cannot recommend payment for damages without the invoice documentation from Agency where the loss occurred.
6. The Agency must ensure that the Adjuster is notified of any changes in the scope of work agreed too during inspection of the loss. Failure to notify the Adjuster will result in the change of scope not being eligible for reimbursement.

<b>Sarah Gregory, EHS Risk Manager, Claims and Risk Management</b>	<b>Ken Abernathy, General Adjuster, Sedgwick</b>
<b>(615) 734-2205, (615) 878-3558</b>	<b>(423)290-6150, (615) 590-1550</b>
<b>Sarah.Gregory@tn.gov</b>	<b>Kenneth.Abernathy@sedgwick.com</b>