


Yellow Highlighted Fields = Required Fields

Note: Required fields are highlighted **red** in the digital claim form.

Damage to State Property Claim



State of New Jersey,
Department of the Treasury - Division of Risk Management

CLAIM FORM FOR STATE DEPARTMENTS AND AGENCIES

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[Claim & Incident Categories](#)
(Select which type of claim to file)

[State Property and Vehicle-Equipment Information](#)

[Incident Details and Location](#)

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[WITHDRAW CLAIM](#)

▼ General Notice to State Departments and Agencies

▼ Claim Incident Categories

State Department and Agency Information:

Note: For reference see "Organizational Code" link, which lists the code under the corresponding department or agency.

[Organizational Code](#)

State Department or Agency
Treasury

State Agency Organizational Code
2051 Risk Management

State Agency Division
0/255

State Institution, Facility or University
0/255

State Agency Representative:

Last Name
Bernardo

First Name
Francis

Job Title
intern

Office Phone No.
8/80
(123) 456-7891

Cell No.
7/40
(123) 456-7891

Email
6/255
test@treas.nj.gov

Confirm Email
test@treas.nj.gov

Generic Agency Shared Email

Confirm Generic Agency Shared Email

[ADD ALTERNATE STATE AGENCY CONTACT](#)

[ADD FACILITY CONTACT](#)

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Note: The organizational codes highlighted in green will direct you to a page where they are listed by department, helping you find the code you need to use.

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Claim & Incident Categories

State Department and Agency Information

[Claim & Incident Categories
\(Select which type of claim to file\)](#)

State Property and Vehicle-Equipment Information

Incident Details and Location

Police/Investigative Agency Information

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WITHDRAW CLAIM

General Notice to State Departments and Agencies

Claim Incident Categories

General Notice to State Departments and Agencies

This Claim Form is to be used by State departments and agencies seeking payment, reimbursement, and/or recovery for damages they suffered. State agency representatives should read the relevant notices and fields for each of the three (3) claim categories listed below, and select only one category per claim form. If the accident or incident requires using more than one claim category, a separate claim form must be submitted for each.

After reviewing and familiarizing yourself with the three (3) types of claim categories listed below, please read the section that follows captioned “**Cases where State agencies may file separate claims from different incident categories for the same date of accident, and location, State vehicle, or responsible/liable party**”.

Claim & Incident Categories

Note: State agency representatives **must file their claims** via this platform **immediately after the incident**, even though they may not have all supporting documentation, when the **incident** and claim **involves the following**:

1. The potential **responsible or liable party** that contributed to and/or caused the damage in question **is a public or governmental entity or an employee of a** Local, County, Federal government, or another State.
2. Failure to file a prompt claim may adversely affect the State of New Jersey by forfeiting any and all rights to recovery.

> ☒ **Claim for Damage to State Property** - This claim category applies to damage to State-owned property or facilities that State agencies own, occupy or lease from others, as well as damage to other critical assets.. However, this category **does not apply** to damage to State Highway Systems or State Vehicles. For Damage to State Highway systems and roadways, see Subrogation Claim category below.

> ☐ **Comprehensive Claim for Damage to State Vehicles and Motorized Equipment** - This claim category applies to non-collision damage to State Government-Owned Vehicles, which includes State agency leased and rental vehicles.

> ☐ **Subrogation Claim Against 3rd Party for Damage to State Assets** -This claim category applies to State agencies that suffer damage to any State property, building or asset, due to the negligent and/or intentional acts of third parties (individuals, companies and government-public entities).

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Damage to State Property Section

State Department and Agency Information

Claim & Incident Categories
(Select which type of claim to file)

Claim for Damage to State Property

State Property and Vehicle-
Equipment Information

Incident Details and Location

Police/Investigative Agency
Information

Responsible/Liable Party

Insurance

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WITHDRAW CLAIM

General Notice to State Departments and Agencies

Claim Incident Categories

Claim for Damage to State Property

This claim category applies to damage to State-owned property or facilities that State agencies own, occupy or lease from others, as well as damage to other critical assets. However, this category **does not apply** to damage to State Highway Systems or State Vehicles. For Damage to State Highway systems and roadways, see Subrogation Claim category below.

Damage and Loss Type Category

Type of Loss

Select all that apply:

☐ Broken Pipe

☐ Broken Sprinkler Head

☐ Earthquake

☒ Fire

☐ Flood

☐ Hurricane

☐ Leaky Roof

☐ Rain

☐ Security/Data Breach

☐ Snow/Ice Accumulation

☐ Structural Collapse

☐ Tornado

☐ Vandalism

☐ Vehicle or motorized equipment struck State building/facility

☐ Wind

☐ Other (Specify)

Damage-Loss Category

Select all that apply:

☐ Boiler(s)

☐ Boat(s)

☒ Building

☒ Contents in Building or Facility

☐ Computer Software or System

☐ Electrical/Technical Apparatus

☐ Equipment

☐ Helicopter(s)

☐ Other (Specify)

Procedural Notice for Claim for Damage to State Property

State departments and agencies must file this form when State-owned or leased property-facilities they occupy suffer damage to the building structure, its contents, and/or results in disruption of their operations. This includes losses to building (structure and contents), land improvements, and equipment such as computer software, boiler, machinery, miscellaneous electrical apparatus, boats and helicopters.

Please note that a separate digital claim form must be filed for each affected location. If multiple buildings were damaged, impacted or affected at a campus-like location, such as prison, park or other similar State site, the agency may include these buildings in one claim form.

DRM must receive the completed form within five (5) days from the date of loss. Under no circumstances should agency personnel dispose of any damaged items without first taking photographs and making an inventory list. Should the damages be caused by the operation of a Non-State vehicle or the **clear actions** of another individual, entity or vendor/contractor, please also use the Subrogation Claim Form, even if the damage amount is under \$100,000.00. Do not file this form if the damages do not exceed \$100,000.00 **and** if there is no potential liable-responsibility third party that caused or contributed to the incident and resulting damage, i.e. third party individual, entity, vendor, contractor, etc.

Steps to take in addition to filing this digital claim form:

- Theft or Vandalism** Call both the State Police and the local law enforcement authorities to report the loss.
- Fire** Call the State Fire Marshall at 600-633-6106.
- Leased Facility - DPMC:** If a leased location or building is managed by the Department of the Treasury, Division of Property Management and Construction (DPMC), report the loss by telephone, and in writing to either your Lease Manager or Facility Manager.
- Mitigating and Documenting Damages** Your agency must take any and all reasonable preventative measures to protect the property, building and contents from further damage or exposure to the elements. Furthermore, you must take pictures of the damaged items and building structure, and inventory them accordingly.

General Exclusions:

- Settling, cracking or deforming unless collapse of the structure actually occurs.
- Loss resulting from neglect of the insured to use all reasonable means to save and preserve property when it is in danger of physical damage.
- Loss resulting from failure to perform proper maintenance on the facility.
- Losses occurring at locations not reported in LBAM.
- Mysterious disappearance or shrinkage identified during the annual inventory; depletion, deterioration, corrosion or erosion of material, wear and tear; extreme changes in temperature including freezing, shrinkage or evaporation; moths, vermin or inherent vice (i.e. a latent defect not readily observable or discoverable).
- Faulty workmanship, materials, construction or design unless an ensuing insured loss occurs. (Please file a Subrogation Claim if the faulty workmanship, materials, construction or design was due to an active, ongoing or recent repair or construction work by an outside vendor or contractor).

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State Property and Vehicle Equipment Information Section

State Department and Agency Information

Claim & Incident Categories
(Select which type of claim to file)

Claim for Damage to State Property

State Property and Vehicle-Equipment Information

Incident Details and Location

Police/Investigative Agency Information

Responsible/Liable Party

Insurance

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WITHDRAW CLAIM

General Notice to State Departments and Agencies

Claim Incident Categories

Number of Buildings
1
1/255

Building #1

REMOVE BUILDING

CLEAR DATA

Name of Building
Mary Roebling Building
22/255

Floors Affected
1
1/255

Rooms Affected
1
1/255

☒ State-owned☐ Leased/Rental

Specify Damage
Fire in one of the offices
25/255

ADD BUILDING TAB

Damaged Item #1

REMOVE DAMAGED ITEM(S)

CLEAR DATA

Damaged Item
Computer Software or System

Number of Items
1
1/255

Manufacturer, Make, Model, year
Dell, Latitude 7640, 2023
25/255

Nature of Damage
burned
5/255

☒ State-owned☐ Leased/Rental

Damaged Item #2

REMOVE DAMAGED ITEM(S)

CLEAR DATA

Damaged Item
Contents in Building or Facility

Name of Item(s)
desk, chair, and shelf
22/255

Number of Items
3
1/255

Manufacturer, Make, Model, year
8/255

Nature of Damage
burned
5/255

Building #
8/255

Name of Building
Mary Roebling Building
22/255

☒ State-owned☐ Leased/Rental

ADD DAMAGED ITEM(S)

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Incident Details and Location

State Department and Agency Information

Claim & Incident Categories
(Select which type of claim to file)

Claim for Damage to State Property

State Property and Vehicle-Equipment Information

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WITHDRAW CLAIM

General Notice to State Departments and Agencies

Claim Incident Categories

Incident Details and Location

Date of Incident, Loss or Discovery:
12/02/2024

Time
01:00 PM

Location of Incident:

Street Address
20 West State Street

Municipality
Trenton

20/255

State
New Jersey

County
Mercer

7/50

Zip Code
08608

10/255

6/255

5/20

Common Name of Facility (Justice Complex, State House, etc.)
Mary Roebling

13/255

Name of business or facility

0/255

Route/Highway/Road
0/255

Milepost
0/50

Cross Street
0/1000

Lane Direction

Description of Incident

office caught on fire burning the table, laptop and shelf.

58/10000

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Police/Investigative Agency Information

State Department and Agency Information

Claim & Incident Categories
(Select which type of claim to file)

Claim for Damage to State Property

State Property and Vehicle-Equipment Information

Incident Details and Location

Police/Investigative Agency Information

Responsible/Liable Party

Insurance

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WITHDRAW CLAIM

▼ **General Notice to State Departments and Agencies**

▼ **Claim Incident Categories**

Police/Investigative Agency Information

Type of Police or Investigative Agency Report Filed

- | | | |
|--------------------------------------|------------------------------------------|------------------------------------------------------------------|
| <input type="checkbox"/> Police | <input checked="" type="checkbox"/> Fire | <input type="checkbox"/> OSHA |
| <input type="checkbox"/> Unknown/TBD | <input type="checkbox"/> None | <input type="checkbox"/> Other investigative agency report filed |

Police or Investigative Agency Report #1

REMOVE POLICE OR INVESTIGATIVE AGENCY REPORT

CLEAR DATA

Select Type of Police or Investigative Agency Report Filed (if any)

- ☐ Internal State Institution Incident or Investigation Report
- ☐ Police Department Report
- ☒ Fire Department Report
- ☐ OSHA Report
- ☐ Other (Specify)

Name of Responding Police, Fire Department or Investigative Agency, etc. ☐ N/A

23/255
Case Number for Police, Fire Department, or Investigative Agency, etc. ☐ N/A

5/255
Were criminal charges or summonses (tickets) issued or filed against anyone?

ADD POLICE OR INVESTIGATIVE AGENCY REPORT

General comments on Police/Investigative agency information

0/255

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Responsible/Liable Party Section

State Department and Agency Information

Claim & Incident Categories
(Select which type of claim to file)

Claim for Damage to State Property

State Property and Vehicle-Equipment Information

Incident Details and Location

Police/Investigative Agency Information

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WITHDRAW CLAIM

General Notice to State Departments and Agencies

Claim Incident Categories

Responsible/Liable Party

Did an individual, other than a State employee or resident of a State facility contribute to or cause the damage or incident in question?

No

Is the potential responsible/liable individual, entity or business that caused the damage, affiliated with or is an actual governmental agency, a public entity and/or Board of Education...

No

Building Mary Roebling Building

Did a public/private company or an individual, other than a State employee or resident of a State facility, contribute to or cause the damage or incident in question

Please select

No

Computer Software or System #1

Did a public/private company or an individual, other than a State employee or resident of a State facility, contribute to or cause the damage or incident in question

Please select

No

Contents in Building or Facility desk, chair, and shelf #2

Did a public/private company or an individual, other than a State employee or resident of a State facility, contribute to or cause the damage or incident in question

Please select

No

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Damages Section

State Department and Agency Information

Claim & Incident Categories
(Select which type of claim to file)

Claim for Damage to State Property

State Property and Vehicle-Equipment Information

Incident Details and Location

Police/Investigative Agency Information

Responsible/Liable Party

Insurance

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WITHDRAW CLAIM

General Notice to State Departments and Agencies

Claim Incident Categories

Note: You may enter new damage, estimate and costs associated with this claim periodically during the life of the claim by using the "Login" feature on our website, entering your "Username"-- email and Password you entered to begin this claim process, and clicking on "Claim Amendment".

Select damage range amount from options below

\$100,000.00 to \$500,000.00

****Note: State agencies are responsible for the first \$100K, and the Division of Risk Management ("DRM") pays the remaining claim-related damages, and balance up to the amount of the applicable insurance deductible under the State's blanket insurance policy. The State's insurance policy will cover any claim related losses and expenses over and above the policy deductible. Naturally, should DRM recover monies from a responsible third party, the State client agency will be reimbursed accordingly**

Building Damage Estimate for Repair or Replacement Cost

Building #1 Mary Roebling Building

Repair Building Estimate:

Preliminary

\$250,000

Final

Replace Building Estimate:

Preliminary

Final

Damage Details

fire

4/255

Electrical Apparatus, Computer Software or System or "Other" Estimate for Repair and/or Replacement Costs

Note to State Agency Filer: Please select either "Overall Estimate" or "Itemize" from drop down below, based on the information readily available to you at the time of filing. Please note that if you select "Itemize", the system will automatically calculate and populate the "Overall Estimate" fields.

Overall Estimate or Itemize

Itemize

Overall estimate:

Repair Estimate:

Preliminary

\$1,200

Final

\$0

Replace Estimate:

Preliminary

\$0

Final

\$0

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Damages Section (Continued)

✓ Itemize Electrical Apparatus, Computer Software or System or "Other"

1, Dell, Latitude 7640, 2023, #1

Repair Estimate:

Preliminary

\$1,200

Final

Replace Estimate:

Preliminary

Final

Overall Estimate for Repair and/or Replacement Costs - Building Damage only

Repair

Preliminary

\$250,000

Final

Replacement

Preliminary

Final

Combined Overall State Property Claim Estimate for Repair and/or Replacement Costs

Repair

Preliminary

\$251,200

Final

Replacement

Preliminary

Final

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Signature Section

Claimant Information

Power of Attorney

Minor/Disabled Claimant(s) Information

Dead/Deceased Claimant(s) Information

Contact Information

Claim & Incident Categories

Property Damage

Automobile (Motorized Equipment, Motorcycle/Pedal Cyclist)

Accident due to State Highway Maintenance or Construction (Pothole, etc.)

Incident Details & Location

State Agency Information

Police/Investigative Agency Information

Insurance

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WITHDRAW CLAIM

Claimant Smith John

I HEREBY CERTIFY THAT THE FOREGOING STATEMENTS MADE BY ME ARE TRUE. I AM AWARE THAT IF ANY STATEMENT MADE HEREIN IS WILLFULLY FALSE OR FRAUDULENT, THAT I AM SUBJECT TO PUNISHMENT AS PROVIDED BY LAW.

Please click on "Save" to activate the "Submit" button.

Date: 6/20/2024 IP: 52.61.135.34 Smith John

CLEAR

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SUBMIT

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