



Internal Incident Report

Strata Plan # _____

Date: _____

What type of incident is being reported? Explain:

Who is making the report? Explain:

Has the strata corporation contacted its insurance broker? Yes No

Who _____ When _____

Were any emergency services required?

- Police Ambulance Fire Restoration Water Shut Off Electrical Plumbing Structural Roofing

Are there witnesses or photo records?

Yes No Explain:

Retain any documentation, reports or emails associated with the claim

Were there any damages to property, injuries or losses?

Yes No Explain:

What property was affected?

- Common Property Strata Lot Common Assets Personal Property

Is action of the strata council or property manager required?

Yes No

Action by: _____ Date: _____

Explain:

Are there insurance claims and reports to file?

Yes No

Explain:

Were there any employee or contractor injuries?

Does a Technical Safety BC report need to be filed at www.technicalsaftybc.ca?

Yes No

Explain:

Strata Lot Owners Responsibility

- Has the strata lot been damaged? Is the owner/tenant responsible for the claim? Contact your personal insurance provider for contents and liability? Has personal property been damaged or lost? If you, your tenants or occupants were responsible for the cause of the claim, you may be required to pay the insurance deductible. Are you properly insured? If there are damages to your strata lot that are not part of an insurable claim, they may be the responsibility of the strata lot owner.