



Preliminary Incident Report
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Description of Property Damaged or Stolen

Description of Property	Make & Model	Color	Serial Number	Value

Did incident involve resident/visitor vehicle?   ☐ YES   ☐ NO

Year	Make	Model	License #	Color	Vehicle ID #

Insurance Information

Type <small>Auto or Renters</small>	Insurance Company	Policy Number	Agent's Name	Phone Number

(VA & NC only) Complete only if the incident involved a GSC vehicle

GSC Employee Driver's Name			Driver's License Number		
Address			Home Phone		
City	State	Zip	Year	Make	Model of Vehicle
GSC Vehicle Number			Vehicle VIN Number		

Recommendations of Property Manager

Is a Violation Letter or the following required?  <input type="checkbox"/> YES <input type="checkbox"/> NO	IN FL – 7 Day Notice of Termination for Non-Compliance IN GA & VA – Notice of Non-Remediable Breach of Lease IN NC – Lease Acceleration Letter IN NV – 3 Day Notice to Quit – Nuisance
Describe your recommendation regarding victim and/or pursuit of suspects:	

Incident Status: \_\_\_\_\_ Date: \_\_\_\_\_

Property Manager: \_\_\_\_\_ Date: \_\_\_\_\_  
when completed via hardcopy – Signature  
when completed on the computer – Name

Attachments:   ☐GSC Form 1006, Incident Contact Tracking Report   ☐Police Report

**FIRST DISTRIBUTION**  
copy: Preparer – **immediately** emails → *WHEN INCIDENT MAY THREATEN RESIDENT HEALTH/SAFETY/SECURITY* – Director of Administration's Office  
→ RPM  
→ in NC – Administrative Assistant to VP of APM

**FINAL DISTRIBUTION**  
original: Preparer → Property Manager – when follow-up is complete → Resident's file or Incident Report file  
copy: Property Manager – when follow-up is complete → Director of Administration's Office  
→ RPM  
→ in NC – Administrative Assistant to VP of APM