



Mississippi Department of Finance & Administration
Office of State Property Insurance
501 N West St., Suite 1402
Jackson, MS 39201

WHAT TO DO IN THE EVENT OF A PROPERTY LOSS

Immediate Steps to Take

1. Contact local Emergency Services as needed (Fire, Police, Medical, etc.).
2. If loss is major or sustaining, contact a Remediation/Emergency Services Company. Our state has contracts through a Preferred Vendor List (<http://www.dfa.ms.gov/media/8427/remediation-and-emergency-services-pvl-exp-5022022-002.pdf>) :
 - a. Guarantee Restoration Services, LLC/ **228-255-9000**
 - b. Cotton Commercial USA, Inc./ **877-511-2962**
 - c. ServPro Commercial, LLC/ **800-737-8776**
3. Contact Executive Director(s) or Head of Agency/office involved.
4. Contact DFA Office of State Property Insurance:
 - a. Primary – Call George Roberson / **601-720-4207** mobile or 601-576-2553 office
 - b. Secondary – Call Daphne Baker / 601-576-2554 office

Current or Next Business Day

5. Complete State Property Loss Notice form (next page) and email to George Roberson (george.roberson@dfa.ms.gov) .
6. Open a new general ledger account to record all costs/expenses/expenditures related to the loss. Use the [Elements of Extra Expense Claim](#) form as needed.



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State Property Loss Notice

Agency Name

Agency Mailing Address

Date/Time of Occurrence

Location of Occurrence (Building and Address)

Agency Head

Agency Head email

Agency Head Office phone _____

Agency Head Cell phone _____

Alternate Contact Person

Alternate Contact Person email

Alternate Contact Person Office phone _____

Alternate Contact Person Cell phone _____

Description/Cause of Loss

Building Damaged

Contents Damaged

Complete and email to george.roberson@dfa.ms.gov . Questions?

Contact George Roberson 601-576-2553 or 601-720-4207