**UNIVERSITY of MARYLAND, BALTIMORE**

**VEHICLE INFORMATION**

- **Vehicle owner:** University of Maryland, Baltimore
- **Insured by:** State of Maryland is Self-Insured
- **Insurance Policy:** State of Maryland Auto Fleet Policy
- **Effective Dates:** July 1, 1988 – continuous

Any party interested in submitting a claim for damages caused by a University-owned vehicle should contact:

University of Maryland, Baltimore
Central Administration Support Services
The Lexington Building
First Floor, Office Suite 1110
Baltimore, Maryland 21201-1531
Voice: (410) 706-4358
Fax: (410) 706-1401

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**ACCIDENT COURTESY NOTICE**

Dear Sir or Madam:

The vehicle listed below has been involved in an accident with your vehicle/property. The operator was unable to locate you as the owner; therefore, if you need additional information, or wish to submit a claim, please contact Central Administration Support Services at (410) 706-4358 between the hours of 8:00 am to 4:30 pm weekdays.

Date of incident: ___________________________ Time: ______________

Operator’s Name: ____________________________________________

Make: _________ Model: _________ Year: _____ Tag #: _________