

LOST AND FOUND LOST PROPERTY REPORT

Date Lost: / /

Date Reported: / /

Area where item may have been lost:
(Exact location if possible)

Last seen between: am / pm and am / pm

Details of owner:

First Name: Surname:

Full Address: Unit # House #

Street / Road _____
Court / E.T.C _____

Suburb: _____

State: Postcode:

Home Phone Number:
(Include Area Code)

Mobile Number:

E-mail Address:

Type of item that was lost / stolen:

- | | |
|---|--|
| <input type="checkbox"/> Bag | <input type="checkbox"/> Laptop |
| <input type="checkbox"/> iPad | <input type="checkbox"/> Books / Magazines |
| <input type="checkbox"/> Jewellery (Necklace, Ring/s) | <input type="checkbox"/> Watch |
| <input type="checkbox"/> Mobile Phone Charger / Cord | <input type="checkbox"/> Wallet / Purse |
| <input type="checkbox"/> Clothing / Other | <input type="checkbox"/> Hat |
| <input type="checkbox"/> Identification (I.D) | <input type="checkbox"/> Other |

Description of the Property

Type of property lost: Example Purse, Book, Watch, Bag, iPad, Wallet, Hat etc etc

Brand Name: Apple, Adidas, Nike, Wrangler, Samsung, HTC, Guess, Boss etc etc

Colour/s:

- Red
- Brown
- Gray
- Purple
- Other: _____
- Blue
- Pink
- Cyan
- White
- Black
- Rose
- Magenta
- Aqua
- Green
- Yellow
- Orange
- Gold

Approximate Size:

Length: cm Width: cm Height: cm

Serial Number: (If Known)

Identifiable / Distinguishing marks: (Scratches, Marks, Dints, Scuffs) _____

Additional Description: _____

For Office Use Only (Returned Property)

Owner Notified via (Please Circle One): Mobile Home Phone Post

Date Notified: / /20 Time Notified: am / pm

Date Property Returned: / /20 Drivers licence / I.D Verified: YES / NO

Name of person collecting property: _____

Signature of person collecting property: _____