

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:

Brand Name:

Colour/s:

- | | | | |
|---------------------------------------|--------------------------------|----------------------------------|---------------------------------|
| <input type="checkbox"/> Red | <input type="checkbox"/> Blue | <input type="checkbox"/> Black | <input type="checkbox"/> Green |
| <input type="checkbox"/> Brown | <input type="checkbox"/> Pink | <input type="checkbox"/> Rose | <input type="checkbox"/> Yellow |
| <input type="checkbox"/> Gray | <input type="checkbox"/> Cyan | <input type="checkbox"/> Magenta | <input type="checkbox"/> Orange |
| <input type="checkbox"/> Purple | <input type="checkbox"/> White | <input type="checkbox"/> Aqua | <input type="checkbox"/> Gold |
| <input type="checkbox"/> Other: _____ | | | |

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: _____