

## Lost, Missing or Stolen Goods Report

Name of person reporting loss: \_\_\_\_\_

Unit Num: \_\_\_\_\_

Rental Unit is in the name of: \_\_\_\_\_

Date reported: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Items were lost \_\_\_\_\_ are missing \_\_\_\_\_ stolen \_\_\_\_\_

To the best of your knowledge, what has taken place contributing to this loss:

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**Description of item's missing:** (You can list more than one item per line if you wish)

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_
- 5) \_\_\_\_\_
- 6) \_\_\_\_\_
- 7) \_\_\_\_\_
- 8) \_\_\_\_\_
- 9) \_\_\_\_\_
- 10) \_\_\_\_\_

Please **print two** (2) copies of this report and **sign both**. One will be maintained in our office filed with your documents and one will be made available to the Fountain Police Department.

Tenant signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Time is of the essence in matters of this nature** – We place a great deal of emphasis on getting this information to our local police department as soon as possible. Your co-operation and a strong degree of focus **will be deeply appreciated.**