

# Lost Property Report: Required Information Checklist

## Personal & Contact Information

- Full Name
- Contact Number
- Email Address
- Home Address
- Preferred Method of Contact

## Details of Lost Property

- Date and Time Property Was Lost
- Exact Location or Address Where Item Was Lost
- Description of the Lost Item (brand, color, size, identifying marks, model/serial number, etc.)
- Estimated Value of Item
- Photos of the Item (if available)

## Incident Circumstances

- Brief Description of How the Item Was Lost
- Names and Contact Information of Any Witnesses (if applicable)
- Any Action Already Taken (e.g., contacted lost and found, reported to police, etc.)

## Additional Information

- Police Report Number (if filed)
- Insurance Claim Reference (if applicable)
- Other Comments or Relevant Details

## Important Notes:

- Accurate and complete information helps return lost property more efficiently.
- Providing incorrect or false details may delay the process or result in denial of claims.
- Report lost property as soon as possible for the best chance of recovery.
- Keep copies of all submitted documents and correspondence.