

PERSONAL BELONGINGS LOSS/DAMAGE STATEMENT

Personal Details

Name:

Contact Number:

Email Address:

Address:

Incident Details

Date of Loss/Damage:

Location of Incident:

Description of Incident:

Was the incident reported to authorities? (If yes, provide details):

Itemized List of Lost/Damaged Belongings

Item Description	Quantity	Estimated Value	Condition (Lost/Damaged)

Additional Comments or Details

Signature

Date

Important Notes:

- Provide accurate and detailed information for each item lost or damaged.
- Attach any supporting documents, such as police reports or purchase receipts, if available.
- This statement may be used for internal records or insurance claim purposes.
- Intentional misstatement of facts may result in denial of claims or disciplinary action.
- Ensure to keep a copy of this document for your personal records.