



Recovered Property Report

| | |
|--------------------------|--|
| Room # | |
| Date Found | |
| Found By | |
| Name of Registered Guest | |
| Guest Address | |
| Guest Phone Number | |

Property Description (Use separate sheet of paper if additional space is needed):

Identification Label Applied: Y / N

| | |
|----------------------------|--|
| Storage Location | |
| Date Guest Notified | |
| Type of Notification | Spoke to Guest Directly / Left Voicemail / Letter or Email |
| Date of Final Notice Given | |

Authorization for Disposition: _____
(Manager's Signature)

Type of Disposition: Disposal / Donation / Released to Employee

Date of Disposition: _____

Date Item Returned to Guest: _____ Tracking # (if applicable): _____

Name on Card: _____ Billing Address: _____

Last 4 on Credit Card #: _____ Expiration Date: _____ Amount Charged: _____

(Detach and shred this portion after charge to credit card has cleared)

| | | | |
|------------|--|-----------|--|
| Guest CC # | | Auth Code | |
|------------|--|-----------|--|