



**AFFORDABLE**  
— I N N S —

## Damaged / Missing Item Report

<b>Room #</b>	
<b>Date</b>	
<b>Reported by</b>	
<b>Name of Registered Guest</b>	
<b>Dates of Guest's Stay</b>	

**Damaged / Missing Items: (Please describe damage if any):**

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**Replacement Cost:** \_\_\_\_\_

**Reported by Signature:** \_\_\_\_\_

<b>Invoice #</b>	
<b>Charged in Check In System</b>	
<b>Charged To (Circle One)</b>	Credit Card / Billing
<b>Billing Address</b>	
<b>Date Invoice Mailed</b>	

**Statements or Supporting Documentation (Please attach any supporting pictures and additional pages if needed)**

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