



LOST AND FOUND

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

Property Description (Use back of sheet 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	
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