

Property Damage Incident Report

Resort Information

Resort Name

Date of Report

Incident Details

Date of Incident

Time of Incident

Location of Incident

Property Damaged

Description of Damage

Description of Incident

Persons Involved / Witnesses

Names (Staff, Guest, Others)

Contact Details

Witness Statements

Action Taken

Immediate Actions Taken

Further Action(s) Needed

Report Filed By

Name

Position

Signature

Date