

Parking Lot Vehicle Accident Report

Hotel Property Name:

Date of Incident

Time of Incident

Location in Parking Lot

Reporting Party

Full Name

Role/Status (Guest, Employee, Visitor, etc.)

Contact Number

Vehicle Information

Make

Model

Color

License Plate

Incident Description

Describe What Happened

Describe Damage (if any)

Other Vehicles/Parties Involved

List Details (Make, Model, Plate, Driver Name/Contact, etc.)

Witness Information (if any)

Witness Names & Contacts

Police/Authority Reported?

Was the incident reported to the police?

Report/Case Number

Signature

Name (Signature)

Date