

# Guest Property Damage Report

## Guest Information

Full Name

Room Number

Phone

Email

## Incident Details

Date of Incident

Time of Incident

Location (if different from room)

Description of Damage

Cause of Damage (if known)

Witnesses (if any)

## Item(s) Damaged

List of Damaged Items

Estimated Cost (if available)

## Hotel Staff Report

Staff Notes / Action Taken

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Guest's Signature

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Date

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Staff Name & Signature

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Date

