

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

Guest's Signature

Date

Staff Name & Signature

Date

