

Property Release Authorization Form

Hotel Lost and Found

Date: _____

Guest/Owner Details

Full Name: _____

Contact Number: _____

Email Address (optional): _____

ID Type: _____

ID Number: _____

Address: _____

Description of Lost Property

Item Description: _____

Location Found: _____

Date Found: _____

Additional Details:

Authorization

I, the undersigned, confirm that I am the rightful owner or authorized representative of the above-mentioned property. I authorize the hotel to release the described property to me or to the person I designate. I hereby release the hotel and its staff from all liability upon release of the property.

If authorizing another person to collect on your behalf, provide name:

Guest/Authorized Receiver Signature

Date: _____

Hotel Staff Signature

Date: _____

