

Hotel Property Theft Report

General Information

Property Name

Report Date

Report Time

Reported By (Staff Name)

Position/Department

Contact Information

Incident Details

Date of Theft

Time of Theft

Location/Room Number

Description of Incident

Items Stolen (list and description)

Estimated Value

Suspected Method of Entry

Any Witnesses (names & contact)

Guest Information

Guest Name

Room Number

Contact Information

Action Taken

Staff Notified

Police Notified (Y/N, Date/Time, Officer Name/Badge)

Follow-up Actions/Other Notes