

# Resort Theft Incident Record

Incident No.

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Date

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Time

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Reported By

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Contact No.

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Staff on Duty

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## Guest Information

Guest Name

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Room/Villa No.

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Contact Information

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## Incident Details

Date & Time of Theft

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Location of Incident

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Description of Incident

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Items Stolen/Description

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## Action Taken

Initial Action by Staff

Authorities Notified

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Police Report No.

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## **Witness(es) (if any)**

Name(s)

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Contact Information

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Witness Statement

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Reported By (Signature)

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Date

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Received By (Staff)

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Date

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