

# Resort Theft Incident Record

Incident No.

Date

Time

Reported By

Contact No.

Staff on Duty

## Guest Information

Guest Name

Room/Villa No.

Contact Information

## Incident Details

Date & Time of Theft

Location of Incident

Description of Incident

Items Stolen/Description

## 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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