

Public Property Damage Report

Instructions: Please complete this form to report damage to public property (e.g., parks, streets, traffic signs, public buildings). This template is formatted for manual entry and printing.

1. General Information

Date of Report:

Report Reference Number:

2. Reporter Contact Details

Full Name:

Phone Number:

Email Address:

Mailing Address:

3. Incident & Damage Location Details

Estimated Date of Occurrence:

Estimated Time of Occurrence:

Location of Property (Address, Landmark, or GPS):

Type of Public Property (e.g., Bench, Guardrail, Tree, Building):

Description of Damage - Line 1:

Description of Damage - Line 2:

Apparent Cause of Damage (e.g., Vehicle Accident, Storm, Vandalism):

4. Witnesses & Additional Information

Witness Name(s):

Witness Contact Information:

Was Law Enforcement Notified? (Yes / No):

Police Report Number (if applicable):

5. For Official Use Only

Received By (Staff Name):

Department Assigned:

Inspection Date:

Action Required / Taken:

Estimated Repair Cost (\$):

Authorized Signature: