

Vandalism and Property Damage Report Form

Note: This form is designed for printing and manual record-keeping. Please print clearly.

1. General Information

Date of Report:

Time of Report:

Case / Reference Number (Internal Use):

2. Reporting Party Details

Full Name:

Phone Number:

Email Address:

Mailing Address:

3. Incident Details

Estimated Date of Incident:

Estimated Time of Incident:

Exact Location of Damage (Address, Room, or Landmark):

4. Description of Property & Damage

Type of Property Damaged (e.g., Vehicle, Building, Equipment):

Type of Damage (e.g., Graffiti, Broken Window, Forced Entry):

Detailed Description of the Damage:

Estimated Cost of Repair or Replacement:

5. Suspect and Witness Information (If Known)

Suspect Name(s) or Physical Description:

Witness Name(s) and Contact Information:

6. Signatures

Reporting Party Signature (Sign on Line):

Date Signed: