

Resident Property Damage and Loss Report

Please fill out this form to report damage to or loss of personal property. This document is formatted for printing and physical filing.

1. Resident Information

Full Name:

Apartment/Unit Number:

Phone Number:

Email Address:

2. Incident Details

Date of Incident (MM/DD/YYYY):

Time of Incident (e.g., 10:00 AM):

Specific Location of Incident (e.g., Living Room, Parking Lot):

3. Description of Damage or Loss

Description of How the Damage/Loss Occurred:

List of Damaged or Lost Items:

Estimated Financial Cost of Damage/Loss:

4. Authorities Notified

Were Police Notified? (Yes or No):

Police Report Number (if applicable):

Reporting Officer Name (if applicable):

5. Signatures (For Printed Submission)

Resident Signature (Sign after printing):

Date of Signature: