LOST PROPERTY LOG

PREMISE: **PREMISE MANAGER:**

Item Reference Number	Item Description	Date found	Location where found	Details of notification(s)	Location of storage	Name of claimant	Contact details of claimant	Claimant signature in receipt of goods	ID checked?	Date of disposal / collection
(Assign a reference number and label item if appropriate)	(Brief description of the item)	(Date the item was lost / mislaid / found / abandoned)	(Location where the item was lost / mislaid / found / abandoned)	(Details of any notifications sent to owner, Police etc)	(Location of item while in our care)	(Name of claimant / person handed over to eg. owner or Police)	(Phone / address)		(Was ID checked to confirm ownership)	(Date that item was returned to claimant / disposed of / handed over)
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