



# Lost Property Form

<b>Name of Person who has lost the property</b>	
<b>Address:</b>	
<b>Post Code:</b>	
<b>Telephone Number:</b> Home / Mobile	
<b>Type of Property lost:</b> (Description including; size, shape, colour, distinguishing features any brand names)If money, amount	
<b>Where was the property found?</b>	
<b>What steps have been taken to trace the owner?</b>	
<b>Final Disposal:</b> Owner Found? Yes / No	
<b>Name of reporting staff member:</b>	