

Leesburg Police Department

Lost Property Report Form

Please complete this form to the best of your ability and give to a Leesburg Police Department representative or deliver to the Public Safety Center, 65 Plaza Street, N.E.

Please Print

Property Owner: _____ Reporting Party: _____
(If not Owner)

Address: _____

Home Phone Number: _____ Work Phone Number: _____

Property Description: (Include Make, Model, Size Color, Quantity, etc.)

Serial Number (If Known): _____

Date item missing: _____

Location item was lost: _____
(Must be within Town of Leesburg limits)

I certify that the property described in this statement has been lost and that this claim is true to the best of my knowledge.

Reporting Party Signature

Date

For Police Department Use Only:

_____ Date Received	_____ CP Area/Tract
_____ Receiving Employee & ID Number	_____ Incident Number

Distribution: Page 1 – Police Department, Page 2 – Property Officer, Page 3 - Reporting Party