

# Lost or Stolen Key Report Form

**Instructions:** To report a key lost or stolen, fill out this form, and bring the completed form to the Key Control Manager. Please call (703) 490-4673 ext 212 to make an appointment.

By signing this form, the Key Control Manager agrees that the keys indicated on this form have been reported as lost or stolen by the Hand Receipt Holder listed below and a re-keying fee maybe charged to them.

**Part 1 ~ Lost or Stolen Key Report Form** (Please Type or Print)

Date: \_\_\_\_\_ Hand Receipt Holders Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email address: \_\_\_\_\_

Phone # \_\_\_\_\_ Member #: \_\_\_\_\_

Signature: \_\_\_\_\_

**Part 2 ~ Describe How Keys Were Lost or Stolen:** (Date, time, where, circumstances, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Part 3 ~ Key Control**

**Hand Receipt #** \_\_\_\_\_

**Key(s) Lost or Stolen:** "By signing below I recognize that the key(s) indicated below have been reported as lost or stolen.

Room # \_\_\_\_\_ Key # \_\_\_\_\_

Room # \_\_\_\_\_ Key # \_\_\_\_\_

Room # \_\_\_\_\_ Key # \_\_\_\_\_

Room # \_\_\_\_\_ Key # \_\_\_\_\_

Room # \_\_\_\_\_ Key # \_\_\_\_\_

Room # \_\_\_\_\_ Key # \_\_\_\_\_

Date Notified \_\_\_\_\_ Key Control Manager: \_\_\_\_\_