Loss of Property Intake Form – Form #6031

Complainant Information

<table>
<thead>
<tr>
<th>Complainant</th>
<th>Date Reported</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td></td>
</tr>
<tr>
<td>Local Address:</td>
<td>Cell #:</td>
</tr>
<tr>
<td>Perm. Address</td>
<td>Local Phone Number</td>
</tr>
</tbody>
</table>

Type of Activity

- [ ] Loss/Theft of Personal Property
  (NCTC recommends you contact your local law enforcement at 681-6161 or 773-1104)
- [ ] Loss/Theft of NCTC Property

Location of Incident – Check all that apply

- [ ] Office
- [ ] TRF Campus
- [ ] Parking Lot
- [ ] Airport Campus
- [ ] Multi-Events Center
- [ ] Swenson House
- [ ] EGF Campus
- [ ] Other (explain):

Details

Description/Details of Incident: 
Please be as specific as possible.

Date of incident:

Time of incident: If unsure, between and .

Specific location (room # or hallway) closest to where incident occurred:

Description of what happened/how theft occurred:

Value of property $ $

Description of missing item(s):

Security Officer’s Report

________________________________________________________________________________________

________________________________________________________________________________________

State of Minnesota Identification Tag #

When complete, please e-mail to NCTC Security Officer security@northlandcollege.edu