

Lewis University Campus Security

PROPERTY IDENTIFICATION INVENTORY

First Name	Middle Name	Last Name	ID	Date
Home Address		Hall	Room	Contact (phone)

This form is provided as a guide when keeping a list of your property. Should a theft or loss occur, a properly maintained list will assist Lewis University Campus Security and/or the Romeoville Police Department in the recovery of your property and apprehending the suspect(s). It also may assist in making any claims one your insurance policy.

Items should be logged individually, include those items engraved or identifiable as belonging to you as a victim, i.e. (perm. Marker, paint, or location of damaged areas). A detailed description of jewelry, including engraved or one of a kind item(s) (\$100.00 or more) should be entered individually. All information on this form is very important and each block should be filled out legibly and completely to ensure return of your property, if located. (Without proper information, they may not be returnable to you) Make sure you keep the form updated when you acquire new property.

ARTICLE TYPE (TV,COMPUTER, CAMERA)	BRAND NAME	MODEL NUMBER ONLY FOR ORIGINAL ITEM	COLOR	SIZE / TYPE	SERIAL NUMBER	OWNER APPLIED IDENTIFIERS	TOTAL VALUE
FURTHER INFORMATION							
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