Person reporting the lost key:

Name ___________________ Phone number ___________ Email ______________

Is the person reporting the loss assigned the lost key? Yes No (circle one)

If no, indicate who is assigned the key (if known).

Name ___________________ Phone number ___________ Email ______________

Date and time of loss: Date _______________ Time _______________________

Identification of lost key: (if key markings are not known, what doors does the key open?)

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

Were the keys lost with anything that indicates where they came from or what they open? If so, explain.

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

Circumstances of the loss: (Explain how the keys came to be lost. Is there location known but the keys are not retrievable? Were they stolen? etc.)

__________________________________________________________________________
__________________________________________________________________________
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__________________________________________________________________________