



WORKING IN PARTNERSHIP WITH



PROPERTY RECORD FORM

Please keep this information in a safe place.

If your property is lost or stolen it will help the Police and other authorities to identify your property.

Owner:

Address:

Contact Phone Numbers:

Landline:

Mobile No.:

Address at which property is kept:

This document is intended to help you and the Police identify your property if it goes missing and help prove ownership.

Report any theft to the Police. Ensure you are given a crime reference number and write it down.

If your property is registered with a security company, i.e. SmartWater, Immobilise, SelectaDNA etc., notify them immediately.

If you bought the item new and your details are registered with the company against a unique serial number advise them that your property has been stolen so if they are asked to re-register the item in somebody else's name they can contact you and the Police.

Check websites, auctions, dealers, second hand shops, pawn brokers and the press. Provide details to local organisations with similar interests so that as many people as possible are looking out for your property.

Remember if your property cannot be identified it is unlikely it will be returned to you. Make sure your property is either visually marked or forensically marked and the appropriate stickers identify this.

**FILE THIS DOCUMENT ON YOUR COMPUTER
& KEEP A COPY ON A MEMORY STICK IN A
SAFE PLACE SO IF YOUR COMPUTER
CRASHES OR IS STOLEN THIS INFORMATION
IS NOT LOST.**

With sincere thanks to Warwickshire Police.

Use as many sheets as needed for each item.

TAKING A PHOTOGRAPH OF YOUR PROPERTY

- 1. Try and take photographs of your property in good light, preferably outside.**
- 2. Take a photograph of your property when it is clean so all differentiating marks can be seen.**
- 3. Take a photograph of the whole of the item and from all angles.**
- 4. Take a close up photograph of any distinguishing marks, i.e. badges, emblems, manufactures name, marks, scratches, serial numbers or security marking such as postcoding.**
- 5. Record on the record form individual details for each item you wish to record.**
- 6. Keep a register of your property and approx value.**
- 7. If you have receipts keep them as proof of value and ownership.**
- 8. Review the security of your property, do not leave it in an insecure area.**
- 9. Ensure your property is marked in some way to make it unique to you and easily identified.**

PROPERTY DETAILS

Description:

Make:

Colour:

Serial No.:

Significant marks or scratches:

Security marked with (how have you security marked it, if you have used a forensic solution record the serial numbers here):

Security marked on (state where on the item it is marked):

PHOTOGRAPHS OF PROPERTY