

COMMUNITY PROGRAMS



MISSING/DAMAGED EQUIPMENT FORM

Name of Apartment Community: _____

Name of CP Representative: _____ Date: _____

Identify the Missing/Damaged property by completing the following information:

Description of item(s):	
Location of item(s):	
Approximate date item last seen/used:	
Actions leading to discovery, steps taken to locate, reason for damage:	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin-left: auto; margin-right: auto;"> If stolen, were police notified? Yes No Report #: </div>

Comments: _____

PLEASE SEND COMPLETED FORM TO:
 CAHEC
 7700 Falls of Neuse Road
 Suite 200
 Raleigh, NC 27615
 FAX: 919.420.0019