



LOST PROPERTY COLLECTION AUTHORISATION FORM

I, _____ ('Owner' of the lost property items) authorises **Comfort Hotel Perth City** to handover my belongings left during my stay there to _____ (name of the 'Authorised Person' collecting the items) with ID Number _____ (Driver's License or Passport Number).

I, 'Owner of Lost Property' understand and acknowledge agreeing with the below directions by giving this authority:

- ✚ Comfort Hotel Perth City keeps the guest lost property on "All Care but No Responsibility" principle. The Hotel therefore does not cover any costs associated with any damages or missing property after your departure. However as an ethical service operator, we do take all feasible measures to keep it accounted for.
- ✚ The 'Authorised Person' on this form will collect these belongings from the Hotel within 3 months from the date of my departure from the Hotel.
- ✚ The 'Authorised Person' **MUST** produce their photo ID with number as stated above.
- ✚ The 'Authorised Person' will be informed that the accepted forms of an ID at the Hotel are the ones with a photo on either a Drivers License issued in within Australia OR a valid passport of any country..
- ✚ The Hotel reserves the right to refuse handing over the belongings if an ID is not produced by the 'Authorised Person' as specified by you above.

Signature (of the 'Owner'): _____

Please return the completed form to hotel by fax on (+61 8) 9220 7007. Alternatively scan email this form to: reservations@chpc.com.au. Thank you for your co-operation in providing us with this information.

It would also be much appreciated if you could provide us with your **best contact telephone number** _____ and an email address, if available: _____

It is the choice of the 'Owner' of the Lost Property to provide us with a photocopy of the ID for us to match against the presented ID, upon collection of items by the 'Authorised Person' to increase the probability of items being in safe hands.

Photocopy 'Authorized Person' Passport signature side up

Photocopy 'Authorized Person' Driver License photo side up

Please provide all information as requested. Thank you!