



COMFORT HOTEL PERTH CITY

200 HAY STREET, EAST PERTH, WA 6004 AUSTRALIA
TEL: +618 9220 7000 ~ FAX: +618 9220 7007

A.B.N. 14 008 853 158

LOST PROPERTY COLLECTION CONFIRMATION FORM

I, _____ (owner of the lost property items) confirm to 'Whom it may concern' that I have collected my belongings that were left during my stay here at **Comfort Hotel Perth City**.

I, 'Owner of Lost Property' understand and acknowledge agreeing with the below directions in relation:

- ✚ 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.
- ✚ As the 'Owner' of the lost property I agree to produce a valid photo ID before collecting the items.
- ✚ 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 'Owner' before collecting the items.

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: _____

If 'Owner' not present at Hotel Reception when filling out this form:

It is the choice of the 'Owner' of the Lost Property to provide us with a photocopy of the ID for us to keep on records for collection of their items. It is advisable to do so when the 'Owner' fills out this form in advance of collecting the items.

If 'Owner' is present at Hotel Reception when filling out this form then there is no need for us to keep the photocopy on file.

**Photocopy Owner's Passport
signature side up**

**Photocopy Owner's Driver
License photo side up**

Please provide all information as requested. Thank you!