

## TOWSON UNIVERSITY FOUND PROPERTY REPORT

This form is to be completed for items found on the Towson University campus. Please note on the form any attempts you have made to contact the property owner. **Call the Towson University Police Department immediately for the following items: wallets, purses, credit or debit cards, laptops or other items of significant value.** For all other items, if the item remains unclaimed after two (2) business days have the item delivered to the University Union, Information Desk with the completed Towson University Found Property Report. For items being turned over to another department, please complete the lower box including the name of the person & their affiliation that the property was turned over to. For questions related to filling out this report, please call X4INFO.

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Turn in location: \_\_\_\_\_

Staff name completing form: \_\_\_\_\_ Finders Name: \_\_\_\_\_

Finders email address: \_\_\_\_\_ Finders Phone #: \_\_\_\_\_

**\* Have the finder check the appropriate box and sign below**

\*The individual finding the abandoned or lost currency or tangible personal property has a priority claim to the property which must be exercised within 30 days after a one (1) year holding period. Once the holding period has expired, the individual must contact the University Union Building Manager at 410-704-3524 within thirty (30) days to claim the property.

☐ I am interested    ☐ I am not interested in a claim on this item: \_\_\_\_\_

Finder's Signature

Description of found item (please be specific): \_\_\_\_\_

Where was item found: \_\_\_\_\_

**Questions for the finder:**

- How did the property come into the finder's possession; detail; time, date & place: \_\_\_\_\_
- Does the finder know who the owner is? \_\_\_\_\_
- To the best of the finder's knowledge, the property is not stolen? \_\_\_\_\_
- Has the finder provided all the information at his/her disposal which could lead to a determination of who the owner of the property is? \_\_\_\_\_

**Effort Made To Find the Owner:**

**If item is claimed:** signature of claimant: \_\_\_\_\_ Print Name: \_\_\_\_\_

Claimant's current phone number: \_\_\_\_\_

**Note: Attach a photo copy of the claimants ID to this document** (TU OneCard or a photo ID – if claimant does not have a photo ID contact the Union Manager for direction. If you feel uncomfortable releasing the item, don't, have the individual contact the Union Manager on their next scheduled shift).

**Is claimant:** ☐ owner of property ☐ finder    ☐ other, please specify \_\_\_\_\_

Name of the staff member releasing the item: \_\_\_\_\_ Date released: \_\_\_\_\_

\*\* Reference University Policy - Lost or Abandoned Currency or Property 08-01.21

**Original:** to the University Union Building Mgr. **Copy:** to the finder **Copy:** to the originating department