

# Northland Community & Technical College

## Loss of Property Intake Form – Form #6031

### Complainant Information

Complainant  
Name:  
Local Address:  
Perm. Address

Date  
Reported:  
Cell #:  
Local Phone  
Number:

### Type of Activity

- |  |  |
|--|--|
| <input type="checkbox"/> Loss/Theft of Personal Property<br>(Northland recommends you<br>contact your local law enforcement<br>at 681- 6161 or 773-1104) | <input type="checkbox"/> Loss/Theft of<br>Northland Property |
|--|--|

### Location of Incident – Check all that apply

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Office         | <input type="checkbox"/> TRF Campus          | <input type="checkbox"/> Parking Lot                 |
| <input type="checkbox"/> Airport Campus | <input type="checkbox"/> Multi-Events Center | <input type="checkbox"/> Warroad Site<br>Roseau Site |
| <input type="checkbox"/> EGF<br>Campus  | <input type="checkbox"/> Other (explain):    |  |

### Details

#### Description/Details of Incident:

Please be as specific as possible.

Date of incident:

Time of incident:                      If unsure, between                      and                      .

Specific location (room # or hallway) closest to where incident occurred:

Description of what happened/how theft occurred:

Value of property \$

Description of missing  
item(s):

### Security Officer's Report

State of Minnesota Identification Tag #

When complete, please e-mail to Northland Facilities Director at [security@northlandcollege.edu](mailto:security@northlandcollege.edu)