



# The Cove at Yarmouth

183 Main Street  
West Yarmouth, MA 02673-4653

Phone (508) 771-3666  
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## LOSS & DAMAGE REPORT HOUSEKEEPING/MAINTENANCE

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

Room # \_\_\_\_\_ Occupied \_\_\_\_\_ to \_\_\_\_\_ Time: \_\_\_\_\_ ☐ am ☐ pm

Occupant Name: \_\_\_\_\_ Resv.# \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

☐ Owner ☐ Owner Guest ☐ Exchange ☐ Renter ☐ Other

Description of Loss or Damage: \_\_\_\_\_

### Loss/ Damage of Inventory:

1. \_\_\_\_\_ \$ \_\_\_\_\_

2. \_\_\_\_\_ \$ \_\_\_\_\_

3. \_\_\_\_\_ \$ \_\_\_\_\_

4. \_\_\_\_\_ \$ \_\_\_\_\_

5. \_\_\_\_\_ \$ \_\_\_\_\_

6. \_\_\_\_\_ \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

### Cost of Additional Services:

Housekeeping \$ \_\_\_\_\_

Maintenance \$ \_\_\_\_\_

Other \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

\_\_\_\_\_  
General Manager

\_\_\_\_\_  
Housekeeping

\_\_\_\_\_  
Maintenance