

# Neighbourhood Hall - Found Property Register

FICTIONAL EXAMPLE FOR ILLUSTRATION. NAMES, ADDRESSES AND NUMBERS ARE INVENTED.

Record a found item and its custody arrangements without publishing identifying details. Setting: Neighbourhood Hall.

## Contact and reference

**Name or team reference \***

Alex Rivera

**Reply email, if needed**

alex.rivera@example.com

**Date of record \***

November 14, 2026

## Found Property Register

**Internal found-item reference \***

REF-2026-0143

**General description and location found \***

Two to three sentences describing the situation, what has already been tried and what outcome is needed, so the reviewer can act without follow-up questions.

**Storage location and person responsible for custody \***

Facilities lead: entrance repairs by 30 November. Program coordinator: updated sign-in process by 5 December.

**Non-sensitive details to verify with a claimant**

Two to three sentences describing the situation, what has already been tried and what outcome is needed, so the reviewer can act without follow-up questions.

## Neighbourhood Hall

**Room booking and community activity reference \***

REF-2026-0147

**Tables, chairs or shared hall supplies involved \***

Example answer

**Neighbouring activities, noise limits or key-return arrangements**

Two to three sentences describing the situation, what has already been tried and what outcome is needed, so the reviewer can act without follow-up questions.

## Ownership and follow-up

**Team or role responsible for the next action**

Program coordinator

**Target follow-up date**

November 14, 2026

**Current state of this record \***

Open for review

**Next action and completion evidence**

Replaced the faulty door latch on 14 November; next review of the entrance checklist is due 1 December.

**Limitations and what needs setup**

- Submitting the form records the answers in your workspace. It does not approve, schedule, charge or reply on its own unless you add that step to the workflow.
- Email notifications, approval routing, document generation and connections to other systems are available but not switched on until you configure them.

**Want this form tailored to your organization? Klarstig's professional services are included at no additional service charge.**

Klarstig / Daniel Petry · klarstig.ai · hello@klarstig.ai · support@klarstig.ai · 800-781-1775 · 11917 Laurel Ave., Forestville, CA 95436, USA