



**GRUBB & ELLIS.**  
From Insight to Results

## INCIDENT REPORT

**Facility/Property:** \_\_\_\_\_

**Facility Address:** \_\_\_\_\_

**Tenant Name:** \_\_\_\_\_

**Tenant Suite #:** \_\_\_\_\_

**Name of Person Reporting Incident:** \_\_\_\_\_

**Address of Person Reporting Incident:** \_\_\_\_\_

**Name of Person Injured [if applicable]:** \_\_\_\_\_

**Address of Person Injured [if applicable]:** \_\_\_\_\_

**Phone Number of Person Injured [if applicable]:** \_\_\_\_\_

**Day of Incident:** \_\_\_\_\_ **Date of Incident** \_\_\_\_\_

**Time of Incident:** \_\_\_\_\_ **am / pm Were Police Notified: Y / N**

In as much detail as possible, describe the incident/theft/injury. Be sure to include who, what, where, when, how and why.

**Narrative:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Witness' Name:** \_\_\_\_\_

**Witness' Address:** \_\_\_\_\_

**Witness' Phone Number:** \_\_\_\_\_

**Date Incident Reported:** \_\_\_\_\_

**Document Submitted By:** \_\_\_\_\_