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| Date of Incident | 09-25-2025 |
| Prepared By | Debra Evans |
| Reviewed By | Incident Report was reviewed by Alison Snyder on 09-27-2025 at 02:06 PM. |
| Property | Willow Bend |
| Time of Incident | 04:28:00 |
| Location of Incident | Maintenance Shop |

| Report Last Updated By | Update Date |
|-------------------------------|--------------------|
| Alison Snyder | 09-27-2025 |
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| Incident Type |
|---|
| Criminal Activity Involved |
| Incident Type Category |
| Non-violent crime |
| Incident Type Sub-Category |
| Theft |
| Description of Incident |
| Dominic Gutierrez reported to his maintenance supervisor Luke Krause that he left his electronic tablet in the maintenance shop at Willow Bend and it is missing. Maintenance supervisor and I informed employee to check if anything else is missing and be certain to secure all doors. While inspecting the maintenance area he found that the following is also missing: Power drill battery and charger, battery powered leaf blower and electric powered drain snake. |
| Corrective action taken at the time of the incident |
| Secured door. Camera footage will be reviewed. Will determine if door was unlocked and review with team members the policy on security of doors. |
| What we have done related to Customer Service and helping the resident, if anything? |
| Na |
| Witnesses names and phone number |
| Na |
| Was there security camera footage of this incident? |
| No |
| Link to security footage video in Box |
| http:// |
| Did this incident involve a resident? |
| No |
| Did this incident involve a Lindy team member? |
| Yes |
| Team Member Name |
| Dominic Gutierrez |
| Did this incident involve a vendor? |
| No |
| Should this incident be reported to the residents renters insurance policy? |
| No |

