



Deliveries / Items left or lost while on holiday

If you return home and think you have left or lost a possession in a property while away we ask you to do the following.

1. Contact us as soon as you can: **info@cotswoldpropertyservices.com**
2. Provide a description or even better an image if possible of the item
3. The name and location of the property you stayed in.
4. Whereabouts you think you may have left it, ie ***The bed side table in the main bedroom***

We will then alert the housekeepers to look out for the item concerned. We will then take it to our lost property store and you will be contacted if the item is found.

It is up to you to arrange a collection of the item from our business premises. We do not have time to visit post offices and package items due to the fact we look after nearly 100 properties. We have no spare staff for this service. You can visit in person if you wish. You have **12 weeks** to arrange a collection.

The opening hours of the business and address are

MON-THURS 9am -3pm

Cotswold Property Services Ltd
Unit 5
Draycot Business Park
Moreton in Marsh
GL56 9JY

Please Note

We accept **no responsibility** for any item delivered to a property and staff will not take in/sign for or handle parcels for any guest before, during or after a stay has taken place