

Resident Personal Property Damage Claim Form

Truman State University

For residents of Truman State University buildings who suffer personal property damage caused by staff negligence or facility malfunction. The University will not reimburse losses covered by personal insurance. The University will not reimburse losses caused by theft, vandalism, resident negligence or natural disaster.

Resident name: _____

Residence location (where damage occurred): _____

Date of damage: _____

Date form submitted: _____

(Must be within 30 days of damage)

If previously reported, when and to whom? _____

Cause of damage: _____

Is this loss covered by your or your parents' insurance? **Y** **N** (circle one)

List items damaged, and give repair or replacement cost (attach receipts):

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

Total cost of damages: _____

General Services Building Room 206:

Signature

Date