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