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:
___________________________  ___________