

# 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 (select one)

**List items damaged and 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**