

DEPARTMENT OF STUDENT SERVICES OFFICE OF RESIDENCE LIFE

Resident Personal Property Damage Claim Form

Per the Flagler College Residence Hall Policy Contract, the College is not responsible for theft or damage to a student's personal property or belongings. It is strongly recommended that all students purchase renter's insurance to cover damage or loss of personal property. If you would like to request an exception to this policy please complete the form below.

Resident Name:	Resident Phone #:	
Residence location (where damage occurred): Building Room #		
Date of damage:	Date form submitted:(Must be within 48 hours of damage)	
If previously reported, when and to whom?		
Briefly describe the circumstances related to the damage occurring:		



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List items damaged, and give repair or replacement cost:

Item Description	Estimated Cost	Repair or Replace
Total Claim Cost:	\$	
Please attach relevant documentation s for replaced item, photographs, etc.	such as cleaning/repair re	eceipt(s), receipt(s)
Certification: I understand that my sign true and correct to the best of my know misleading information will result in ca	vledge. I further understa	t all information is nd that any false or
Signature	Date	
Print Name		