



Office of Residential Life/Housing
RESIDENTIAL HALL DAMAGE REPORT

Instructions for completion:

A damage report is to be completed for each individual charged for damages. Please provide as much information as possible regarding the nature of the damages, as these charges must be justified.

Name of Resident \_\_\_\_\_ SS# or ID# \_\_\_\_\_

Residential Hall \_\_\_\_\_ Room # \_\_\_\_\_

Please provide the nature of each damage charge in detail to include dates & times of the occurrence.

Multiple horizontal lines for providing details of damage charges.

Damage Charges \$ \_\_\_\_\_

Four horizontal lines for listing individual damage charges.

Total Charges \$ \_\_\_\_\_

OFFICE USE ONLY

Date received \_\_\_\_\_

Date charged to student's account \_\_\_\_\_

By Whom \_\_\_\_\_