

University Housing Property Loss Report

Student Name _____ Date _____

Residence Hall or Greek House _____ Room Number _____

Return completed form to:

Director of Administrative Services

University Housing 960 W. Douglas Street

Cause of Loss	Items Loss & Declared Value Continued
Fire/Smoke Damage	
Air-Conditioner Failure	
Plumbing Failure	
Electrical Failure	
Other	
Items Loss & Declared Value	
Example: Physics textbook bought new Fall 2013 - value \$75.00	

Date and time loss occurred _____

Date and time loss reported _____

If applicable: Police report made with University of Arkansas Police Department

Report ID # _____

If reimbursement is approved, please mark how you want to receive your check (**CIRCLE CHOICE**):

- Mail the check to your campus address Yes
- Mail the check to your permanent address listed on ISIS Yes
- Pick up your check at the University Housing office Yes

Required Attachments to be submitted with Property Loss Report

- Documentation of coverage/non-coverage for renters insurance and deductible amount
- Documentation of coverage/non-coverage for parent’s insurance policies, including but not limited to homeowners insurance and deductible amount

If University Housing makes a decision based on a preponderance of evidence to partially reimburse a student for any loss or damage of personal items the decision must be approved by the Director for Administrative Services. Reimbursements can only be processed after all required documentation has been provided. The amount of reimbursement (ranging from 25 – 100%) will be issued as a check from the University of Arkansas. Disbursement of the check may take up to three weeks. You will be notified by email to your University account within 10 business days of the decision regarding reimbursement.

Office use only:

Date Request Received _____

Date Student Notified of Decision _____