

Auburn University
Housing Loss Report Form

Return to: Department of Risk Management and Safety
11C Ingram Hall - Auburn University, AL 36849-5104
(334) 844-4533 Office - (334) 844-4942 FAX

Building Name: _____

Date/Time of Loss: _____

Claimant Contact Information

Name:	Campus Residence:	Room or Apt #
Daytime Phone:	E-mail Address:	Time that is best to contact you.

Description of Loss (i.e. what caused the loss)

When was the loss reported and to whom? _____

Did you take actions to try to reduce the loss, if so what?

What is the value and model # of the item that was damaged? _____

When was this item purchased? _____

University Housing Office Use Only

Notes: _____

Contact with Student: _____

Calls to Housing: _____

Note - As noted on page 5 of the *Guide to Residential Life*, students are encouraged to carry Student Personal Property Insurance, or to be covered under their parent's homeowners insurance. It is the responsibility of the student to assist in the loss investigation.