

**STUDENT PROPERTY DAMAGE/LOSS CLAIM FORM**

**Student Information:** (Please type or print clearly)

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Room Number: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

**Description of Incident - Damage/Loss Information:**

Date of Incident: \_\_\_\_\_ Time: \_\_\_\_\_  am (Check one)  
 pm

Location: \_\_\_\_\_

**Description and Cause of Incident:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Property Damaged/Destroyed: (Briefly Describe Each Item)**

**Estimated Value**

Property Damaged/Destroyed: (Briefly Describe Each Item)	Estimated Value
_____	_____
_____	_____
_____	_____
_____	_____

(Attach Supplemental Sheets As Needed)

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Reporting Staff Information:**

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Date Notified: \_\_\_\_\_

Reporting Staff's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**REMINDER: THIS FORM SHOULD BE SENT TO THE OFFICE OF RISK MANAGEMENT & INSURANCE (WITHIN 24 HOURS OF INCIDENT), 103 SMITH HALL OR FAXED TO (989)774-1303.**

**PLEASE NOTE: COMPLETING THIS FORM DOES NOT GUARANTEE REIMBURSEMENT.**

## STUDENT PROPERTY DAMAGE/LOSS CLAIM FORM INSTRUCTIONS

**REMINDER: Students' personal belongings should be covered by their personal tenants policy or their parents' homeowners policy. CMU only covers students' personal belongings if CMU is found to be solely responsible for the loss.**

To process a claim for student damage/loss, the procedures noted below must be completed by a Residence Life senior staff member and the student(s) filing the claim. The claim form is completed and signed by the reporting staff member and student. Please forward the original claim form to the Office of Risk Management **within 24 hours** of the incident. If more than one student is involved in a single incident, **a separate claim form must be submitted for each student.**

### **PLEASE READ THE PROCEDURES BELOW CAREFULLY PROVIDE INFORMATION REQUESTED ON THE STUDENT PROPERTY DAMAGE/LOSS CLAIM FORM**

#### **PROCEDURES**

1. As soon as a student property damage or loss occurs, a Residence Life senior staff member should call the Office of Risk Management, 774-3741, with the information requested on the student Property Damage/Loss Claim Form.

**NOTE:** This is especially important in cases where damage/loss is catastrophic (flooding, fire, etc.). Risk Management will make arrangements with the Residence Life senior staff member and student to view the scene of the damage/loss and to inspect the damaged property if the situation warrants such activity. **Damaged property become the property of Risk Management & Insurance and, therefore, is not to be discarded until authorized by Jan Trionfi**

2. Ensure that student keeps the damaged property until it has been inspected by Risk Management. Damaged clothing should not be repaired until approval is given by a representative of Risk Management, however, wet clothes should be allowed to dry and/or washed. If there is a need to dispose of perishable items or make arrangements for temporary storage of damaged property, please notify Risk Management at the time the claim is first reported.
3. The reporting Residence Life senior staff member should fill in the information requested on the Student Property Damage/Loss Claim Form. The form must then be signed by the reporting staff member and forwarded along with any other relevant materials or information to Risk Management **within 24 hours** of the loss. Each person signing this claim should retain a copy for his/her files.

#### **IMPORTANT**

If after a review and/or investigation of the claim it is determined by Risk Management or the University's insurance carrier that the claim is to be compensated for by the University, the student will be asked to provide receipts for all items. **It is a student's responsibility to get all pertinent paperwork to Risk Management & Insurance within 60 days of the claim being accepted as a covered claim. If a claim is accepted, the student will need to sign a release and have it signed by a witness. Before a student is reimbursed for their damages, Risk Management will take possession of the damaged property.**