

**Reimbursement Request Form for Property Damage / Financial Loss**

**Chapman Grand Water Damage Incident – January 2019**

This reimbursement request form should be completed and submitted by residents of Chapman Grand whose personal property was damaged or other loss or expense incurred as a direct result of the flooding incident that occurred in Quad D on January 10, 2019.

If you have any such expenses you would like to submit for consideration, please complete this form and attach pertinent evidence of purchase/ownership of any individual items valued at $50.00 or more. Your completed form must be personally delivered by you and accepted by personnel at the Chapman Grand or Panther Village offices. They will sign the form acknowledging receipt. You may request a copy at the time you leave the form. Your report will then be forwarded to the Office of Risk Management for further processing.

**Please note that any payment made by Chapman University is a gesture of good will by the University and is not an admission of responsibility on the part of the University nor a promise to pay any other damages that may arise in the future. Residents are reminded that, under the terms of their Resident License Agreement, the University is not responsible for damage to personal property occurring within a University residence and that the University strongly recommends that residents insure their personal belongings.**

**Name of Resident**: first - last name

**Chapman Grand Room Number:** room number **Telephone Number:** telephone number

**Permanent Home Residence Address:** street-city-state-zip

**General Description of Damages:** general description of damages

**Please Schedule all Items for which you request reimbursement for damages. Use additional sheets as needed and attach available receipts.**

|  |  |  |
| --- | --- | --- |
| **Name / Describe Item Damaged or Expense Incurred** | **Describe Extent of Damage; i.e. destroyed, can be cleaned or repaired, etc.**  | **Provide Evidence of Initial Purchase and Cost, including date acquired. If items can be cleaned/repaired, provide documentation of those costs. Please attach receipts if possible as this will facilitate evaluation.** |
| identify individual expense | describe damage | evidence of purchase/costs |
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| identify individual expense | describe damage | evidence of purchase/costs |

**I hereby certify under penalty of perjury that the above information is true and correct. I understand that it is a felony under California law to knowingly present any false or fraudulent claim for the payment of a loss or to knowingly present multiple claims for the same loss.**

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Signature of Property Owner Date

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Signature - Acknowledgement of Receipt Date and Time

Residence Life and First Year Experience Staff

**FAQ**

**Q. What expenses are covered?**

**A.** Loss or damage to personal property because of the subject incident may be submitted for consideration. If you incurred other expenses due to this incident, please record those on the form for consideration.

**Q. What should I do with damaged property?**

**A.** Items such as clothing should be cleaned as soon as possible to reduce the extent of damage.  Other items should be cleaned, repaired, or restored to the extent possible and then retained.  Submit your receipts for any repair/cleaning/restoration services you use along with this form.

**Q. If the property is damaged and not able to be cleaned or repaired, can I dispose of it?**

**A.** Please do not dispose of any property reported on this form until the matter is fully settled. We may need to inspect that property to confirm the damages.

**Q. What about electronic devices such as televisions, computers, and phones?**

**A.** Electronic devices should be dried using manufacturer recommendations. Some items can be fully recovered with appropriate service. If the equipment does not appear to be operational, take your equipment to an authorized service center. Save the receipts and provide them with the report form.

**Q. What if I have an AppleCare Protection Plan, AppleCare +, or other warranty program?**

**A.** Please feel free to rely on the experts provided by these programs. If you have a deductible under any such programs, please provide documentation of the service provided and your paid deductible.

**Q. What if I cannot find original purchase receipts?**

**A.** The best receipt is the original purchase receipt. You may have paper or electronic receipt of more recent purchases. You may also be able to document the purchase in part by way of credit card receipt or other documentation. Also, photos can be used to support some items reported. If you have a personal “renter’s” Insurance policy, you may have created a list of personal property that can also be used to support this request.

**Q. How long will it take for the University to process my request?**

**A.** We ask your patience! We are not staffed for this, as it is not a regular University function. We will process your request as quickly as possible. In doing so, we may have to contact you with questions, or to request further information or documentation.

**Q. How do I request further assistance?**

**A.** Please email risk@chapman.edu and include your name, and any questions you may have. We will reply as soon as we can.