# Residence Hall and Apartment Damage Appeals Form

**Directions**: If your student account has been charged with damage-fees related to your residence hall room/apartment and/or check-in/out, and you wish to appeal any or all charges, please complete the following form by the deadline listed below and

# Email to:

 Kyle Patterson, Director of Housing and Residence Life

 Email: Kpatterson@averett.edu

**Deadline** to submit an appeal of damages or fees for consideration is:

## Form must be postmarked NO LATER than Friday, June 15, 2018

***STOP!!!*** *–* ***Before you fill out this form*** *–* ***Contact Residence Life at 434 791-5622***

*for an itemized list of charges so you know what you are appealing.*

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| **Student Name:** |  | **Student ID Number:** |  |
| **Cell Phone #:** |  | **Email Address:** |  |
| **Room/Apartment Assignment 2017-18:** |  |
| **Did you move rooms/apartments during the academic year?** |  |
| ***If Yes*** *– What room/apartment did you begin the 17-18 year in:* |       |

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| **Damages/Fees you wish to appeal:** *Please check all that apply below* |
| [ ]  Damaged/Missing Furniture | [ ]  Damaged/missing blinds | [ ]  Cleaning Fees |
| [ ]  Furniture assembly/reinstall | [ ]  Broken windows/ceiling tiles | [ ]  Other |
| [ ]  Improper Checkout Fee | [ ]  Missing Key Charge | [ ]  Common Area Charges |
| [ ]  Late Checkout fees |  |  |

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| **Reason for Appeal:** *Please Check all that apply below* ***AND*** *provide details in writing* |

You must check the reason for your appeal below **AND** provide detailed information in the space provided on the back of this form. Without detailed information, reviewing your appeal will be very difficult or impossible, and may be denied.

[ ]  **Damaged at move-in** (Things to include in your appeal - Who checked you into your room and how did you report this at the beginning of the year/semester) **Room Conditions at check-in will be verified with the Room Condition Report (RCR) you signed at check-in.**

[ ]  **Damaged by roommate(s)** (Things to include in your appeal - indicate below the name of said roommate responsible and specifics as to how you believe said roommate is responsible i.e. – his/ her side of the room. **There must be substantial proof verses “he/she said”. Your roommate(s) and/or the responsible person(s) will be contacted and must submit something in writing stating their responsibility before a charge will be adjusted on your account.**

[ ]  **Damage or repair was reported in an appropriate time frame (**not at checkout**), directly to Maintenance-Housekeeping through the Maintenance Fixit TMA system and was never repaired** (Things to include in your appeal -Please indicate when/how you submitted this request. If you did not submit the request, who did on your behalf? Indicate any follow-up attempts you made and specifics – include name of person you followed up with and approximate date) If you submitted a work request, we will have this on record. All maintenance and housekeeping requests sent through the TMA system are traceable.

[ ]  **Other:** (Including check-out fines-fees) Please Explain your reasons for appeal in the space provided

## Please Provide Specific Information to assist us in reviewing your appeal:

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Attach any additional information you wish to provide for consideration

Student Signature: Date:

**\*\*\* We will not be able to remove damages/cleaning fees in common areas or shared between roommates-apartment mates without adequate proof to charge the other student(s) account(s). ALL residents of a room/apartment are responsible for shared spaces according to the Student Handbook and Housing Contract.**