

OFFICE OF UNIVERSITY HOUSING

Room/Suite Damage Responsibility Form

Unless both roommates (all suitemates for common area damages) agree that a particular party is responsible for a specific damage to the room or suite, both roommates (all suitemates) will be charged for damage. Please use this form to indicate that both roommates (all suitemates) agree that one party will take responsibility for the damage.

Room/Suite#:	Hall:	Date:
Nature of Damage (please be ve	ery specific):	
Signature	Signature	Signature
Name	Name	Name
Student ID # Date	Student ID # Date	Student ID # Date
□ I accept responsibility □ I do not accept responsibility	□ I accept responsibility□ I do not accept responsibility	□ I accept responsibility□ I do not accept responsibility
Signature	Signature	Signature
Name	Name	Name
Student ID # Date	Student ID # Date	Student ID # Date
□ I accept responsibility□ I do not accept responsibility	□ I accept responsibility□ I do not accept responsibility	□ I accept responsibility□ I do not accept responsibility
• The damage charge will be o	nite must sign, along with any stud determined after move-out and st t desk of your hall or the Univers	rudents will be notified via email
	FOR OFFICE USE ONLY	
Received by: Date received:	Reviewed by UHO: Estimated Amount:	Final Amount: Banner charge: DMG Database: