

UNIVERSITY OF ILLINOIS
AT SPRINGFIELD

Residence Life Office
Homer L. Butler Commons, Room 14
One University Plaza, MS HBC 1
Springfield, Illinois 62703-5407

May 13th, 2017

Dear Jane Doe,

This email serves as official record regarding your Traditional or Express check-out of Larkspur 123A. The Department of Residence Life has processed your inventory. Below you will find a listing of damages or cleaning issues and their associated charges that are being posted to your student account.

Please note that if your room was shared, or the damages occurred in common spaces like the bathroom, your charge has been divided between the total number of students currently living in your room/suite/apartment/townhouse accordingly. If you should have any questions, or require any clarifications, please contact the Department of Residence Life via email at reslife@uis.edu.

As a reminder, if you completed an express check-out, your room was audited by staff following your departure and without you present. As clearly stated on the Express Check-Out Envelope, participation in this option means that you are deemed to agree with the resulting staff condition assessment and will accept full financial responsibility resulting from charges determined in your absence. If you wish to appeal damages resulting from a traditional check-out with you present, appeals can be made via the link below:
<http://goo.gl/forms/SF53ffSDuV>

All appeal requests from traditional checkouts must be submitted within 30 days of your checkout date. Please review this document outlining our process and charges before drafting your appeal: <http://www.uis.edu/residencelife/facilities-and-operations/damage-charge-list/>

Amount assessed for respective damaged item, per Damage Charge Sheet.

Number of occupants responsible for damage charge.

⊕ Total charges to your UIS campus account for check-out damages: \$150

Billing summary for room: <i>Larkspur 123A</i>		Type of Check-Out: <i>Traditional or Express</i>	
Check-Out Date: <i>5-13-2017</i>		Staff Completing Check-Out: <i>DRL</i>	
Item:	Charge Amount:	Divided By:	Net Charge:
Broken Desk Chair	\$100	1	\$100
Damaged Toilet Seat	\$55	2	\$27.50
Damaged Dining Table	\$90	4	\$22.50
N/A	N/A	N/A	\$0
N/A	N/A	N/A	\$0
N/A	N/A	N/A	\$0

Charge Amount divided by Number of Responsible Occupants = Net Charge

List of damaged items in assigned housing unit.

If this was your last semester with Residence Life at UIS, you may be eligible to have your deposit balance returned. If eligible, your deposit will be credited to your account (typically in 4-8 weeks from check-out) minus any damage charges reflected above, which will be billed to your student account regardless of status. Your returning status is reflected below; if you find an error in this status, please contact reslife@uis.edu.

NOTE: A *liquidated damage charge* assessed to your account from cancelling your Housing Contract is NOT a reflection of physical damages. The liquidated damage charge is payable, not as a penalty, but as an estimate of the damages likely sustained by the University of Illinois Springfield for being unable to execute a contract with someone else due to your presumed occupancy until the time of your cancellation.

Returning Status: Returning, Not Returning

Returning: Student intends to stay on campus for following semester or academic year. Deposit not credited.

Not Returning: Student does not intend to return to campus for next semester or academic year (has not applied for application/contract); may be eligible for deposit credit.

Sincerely,

Jane Doe
Resident Director
East Campus