Office of Residential Living
101 North 34th Street
Philadelphia, PA 19104
Phone: 215.895.6155
Fax: 215.895.6225
askrlo@drexel.edu
www.drexel.edu/rlo

Request to Remove Housing Damage Charge

Complete this form and attach any information relating to your request. Please be specific and give details relevant to your case. Any request received more than **6 months** after the damage notification cannot be honored.

Last Name: _____ First Name: _____

Drexel Student ID: _____ Drexel E-Mail User ID: __ __ __ __ __@drexel.edu

Record Number (included with notification): _____ Contact Phone # ( ) _____

Location of damage charge: Building: _____ Room: _____

I request the following damage charges be removed: (NOTE: Common area damages **cannot** be appealed.)

_____

Reason for request: (Be specific and attach any relevant documentation.)

Signature: _____ **Date:** _____/_____/_____

Please fax, mail or return this form in person to the Residential Living Office, located in Towers Hall. You will receive a response via your Drexel email within 5 business days.

DO NOT WRITE BENEATH THIS LINE – OFFICE USE ONLY

Date Received: _____/_____/_____ **Request:** Approved Denied Partial

Date sent to review: _____/_____/_____ If Denied: _____

Date returned: _____/_____/_____ _____

___Banner ___Database ___Email _____

AD/RD Signature: _____