



University College Dublin

Residential Services

Property Damage Appeal Form

Internal Appeal

Any resident shall have the right to lodge an appeal to UCD Residences if they experience any damage to personal property as a result of maintenance issues or social issues.

Appeals must be lodged within 30 days of the resident being informed of the damage occurring if applicable.

Appeals should be addressed “*Property Damage Appeal*” and sent to by email to residencefinance@ucd.ie with “*Property Damage Appeal*” and student number in the subject.

Student Name			
Student Number		Telephone	
UCD Residence Address			
Email			
Signed		Date	
Property damage being appealed:			
Amount of the property damaged in euro:			
Grounds for Appeal:			
Supporting Evidence			

OFFICE USE ONLY	
Date Appeal Received:	Received By:
Appeal Decision:	
Date Resident informed of decision:	Date refund processed, if applicable: