

## California State University, Los Angeles Housing and Residence Life

5500 Paseo Rancho Castilla, Los Angeles, CA 90032 Office: (323) 343-4800 Fax: (323) 343-6465 Email: askhousing@calstatela.edu Website: www.calstatela.edu/housing

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## **Damage and Cleaning Appeal**

This form may be used to appeal charges assessed for damages or cleaning to the housing facility. Please complete ALL parts of this form.

Name	CIN
Cal State LA Email	Phone
Where do you live?Phase IPhase IIGolden Eagles Apartments (GEA)	
Apartment Bedroom	
South Village Residence Halls:Tower 1	Tower 2Tower 3
Apartment	
OccupancySingleDoubleTriple	
1. How much were you billed?	
2. For what were you billed?	
Cleaning	
Damage	
Other	
3. Please indicate why you feel you should not have been billed (check all that apply)	
I can identify the person responsible (name required)	
I was not living in the apartment at the time (keys were returned); check-out date:	
The charges are excessive	
Other	
OFFICE USE ONLY	
<b>Decision</b> Student Responsible for ChargesReverse Charges	Adjust Charges to \$
Decision ottatent responsible for onlargesneverse onlarges rajust onlarges to \$	
Comments	
Director of Housing and Residence Life	Date