**Personal Property**

AUB cannot assume responsibility for personal property kept in a resident’s room. Each room is equipped with a locking drawer and cupboard. Rooms must be locked at all times. Personal belongings must not be left unattended in common areas.

The Student Housing Office is not responsible for the theft or the loss of the residents’ personal belongings but will take the necessary measures to support the residents in the happening of such incidents.

Please follow the below procedure to declare the loss of personal property inside the residence halls:
1- Inform the Resident Assistant or Staff on duty immediately
2- Fill in the “theft/loss report” within the next 12 hours if the object is not found (please use the Loss of Personal Belonging Form under “Forms”)
3- Come to the Student Housing Office to collect the item (if found) and fill in a form confirming collection of the item