



## Vehicle and Personal Property Claim Form

ANY CLAIM BEING SUBMITTED FOR REIMBURSEMENT FOR VEHICLE DAMAGE AND/OR PERSONAL PROPERTY DAMAGE MUST MEET THE FOLLOWING REQUIREMENTS

- Exact location, date, time and cause of the accident must be listed below.
- A detailed description of the damage must be listed below, along with an estimate of repair.
- If reimbursement is being sought for vehicle damage and you choose to proceed with having your vehicle repaired, all parts must be retained for inspection by a representative of the City's insurance company.
- Reimbursement for this damage is not guaranteed and this form is not an authorization to have damage repaired.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date & Time of Incident: \_\_\_\_\_

Exact Location of Incident: \_\_\_\_\_

Description of Incident: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Amount being Claimed: \_\_\_\_\_

This form **MUST** be registered at the City Clerk's Office **within 30 days** of the date of the incident. The City Clerk's Office will forward this form to Administration & Finance for processing. Notification from either the City and/or the City's insurance company will follow.

To Contact the City regarding this claim please call (978) 388-5447