



# Amesbury

City Hall, 62 Friend Street  
Amesbury, Massachusetts 01913

## VEHICLE/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.

### **YOU MUST COMPLETE ALL OF THE FOLLOWING FOR YOUR CLAIM TO BE REVIEWED:**

1. Name: \_\_\_\_\_
2. Address: \_\_\_\_\_
3. Telephone# HOME \_\_\_\_\_ CELL \_\_\_\_\_ OTHER \_\_\_\_\_
4. Cause of Accident: \_\_\_\_\_
5. Exact Location: \_\_\_\_\_
6. Date & Time of Accident: \_\_\_\_\_
7. Describe: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
8. 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.**