

CITY OF VALPARAISO

CLAIM FOR PROPERTY DAMAGE/MAILBOX DAMAGE

Name of Claimant: _____

Address: _____

Phone: _____ (home) _____ (cell)

Date and time of loss: _____

Exact location of loss (street address, or nearest cross street):

Amount of damages sought (maximum of \$150, including up to \$25 hired labor): _____

Name and addresses of all persons involved (if known): _____

Explanation of what happened (use additional sheet if necessary):

Claimant Signature _____ Date _____

Attach photographs of damage and itemized receipts for repairs in reference to this claim. Failure to submit a photograph and a receipt documenting cost will result in denial of the claim. Mail this form and your documents to:

**City of Valparaiso
Department of Public Works
1855 Joliet Road
Valparaiso, IN 46385**

Disclaimer: The City of Valparaiso is not admitting to any liability for the damages sustained to your mailbox during snow removal based upon the review or payment of your claim. Upon receipt of your claim, Public Works will investigate the issue and you will be notified of the approval or denial of your claim. Your claim must be submitted within 60 days of the loss. Failure to submit your claim in a timely manner will result in the denial of your claim. Temporary mailboxes will be collected April 30th the following year. Please have your mailbox replaced by then. Unfortunately, damage resulting from snow coming off of the plow is not an approvable claim.
