



CLAIM FOR PROPERTY DAMAGE
FORM # 20181002
MAILBOX STRUCTURE DAMAGE

Disclaimer: The City of Portage is not admitting to any liability for the damages sustained to your mailbox structure during city services based upon the review of your claim. Your claim must be submitted within 10 days of the loss. Failure to submit your claim in a timely manner will result in the denial of your claim in part or in full for repairs or replacement. Attach copies of receipts and or photographs of property damage. You may submit in person or email photos/scanned pdf form or mail this form with any other documents to: PSD@PORTAGE-IN.COM For guidelines of the installation of your mailbox, follow link https://www.usps.com/manage/mailboxes.htm

Name of Claimant: _____

Address: _____

Phone Number: _____

EMAIL: _____

Police report or incident number: _____

Date and time of loss: _____

Description of Mailbox Type damaged: _____

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

The maximum amount in which the city will pay in a single mailbox structure replacement, repair or reimbursement is the amount of \$175.00. You will have 14-days to file a dispute with the Board of Works from the final date on this Claim Damage Form if you are not satisfied with the reimbursement amount in the replacement or repairs.

Amount of damages sought: \$ _____

Do you have any receipts to support the amount of damages? [] YES [] NO

Name and addresses of all witnesses involved or truck number(s), city employees, (if known): _____

Explanation of what happened regarding damage (use back of sheet if necessary): _____

Claimant Signature: _____ Date: _____

City of Portage, Department of Streets and Sanitation, 2303 Hamstrom Road, Portage, Indiana 46368

Department Head: _____ Date: _____

[] Approved Amount: _____ [] Denied: _____