

## Instructions for Completing a Claim for Damages Form

Before filing a Tort Claim against the City, please read these instructions, and the Claim for Damages forms in their entirety.

- Type or print clearly in ink and sign the Claim for Damages Form.
- Provide all requested information and any available documents or evidence supporting your claim, such as medical records or bills for personal injuries, photographs, proof of ownership for property damages, receipts for property value, etc.
- If the requested information cannot be supplied in the space provided, please use additional blank sheets so your claim can be easily read and understood.
- The following are examples on how to complete the Claim for Damages Form:

**MEMBER CITY/ORGANIZATION:**     **City of Lake Stevens**

Please take note that **Betsy Smith**, who currently resides at **1234 College Way NW, Apt. 56, Seattle, WA 98178**, mailing address **PO Box 910, Seattle, WA 98178**, home phone # **(206) 123-4567**, work phone # **(206) 123-1234**, and who resided at **same address as above (or complete address if you have another)**, at the time of the occurrence and whose date of birth is **01/01/1900** is claiming damages against **the City of Lake Stevens** in the sum of **\$ amount of loss** arising out of the following circumstances listed below.

**DATE OF OCCURRENCE:** **August 9, 2004**

**TIME:** **8:00 A.M.**

**LOCATION OF OCCURRENCE:** **Highway 204, Eastbound, Milepost 109, near the Highway 9 Intersection**

### **DESCRIPTION:**

1. Describe the conduct and circumstance that brought about the injury or damage. Also describe the injury or damage (who, what, where, when and why).

**For example: While I was driving Eastbound on Highway 204, a City of Lake Stevens dump truck, license plate number ABC 123, spilled part of its gravel load in front of my car. Some of the gravel that spilled onto the roadway bounced up on the hood of my car, severely scratching the surface of the paint.**

2. Provide a list of witnesses or anyone having knowledge about the incident to the occurrence including names, addresses, and phone numbers.

**For example: Arthur Thomas, 1234 College Way NW, Apt. 56, Seattle WA 98178, (360) 456-3456; Tow Truck Driver, Nisqually Towing. Mr. Thomas was in his towing vehicle behind my car when the gravel spilled from the City's dump truck. He witnessed the incident.**

3. Attach copies of all documentation relating to expenses, injuries, losses, and/or estimates for repair. (If you were treated for a personal injury, please include your medical records and bills).

**Attach a repair estimate from your local auto body repair shop to repair the scratched paint.**

4. Have you submitted a claim for damages to your insurance company?

**Please answer "yes" or "no." If you answer "yes" please provide the name of your insurance company and your policy number.**

**ADDITIONAL INFORMATION REQUIRED FOR AUTOMOBILE CLAIMS ONLY**

- License Plate # **DDD444**
- Driver License # **JJJ\*3331JJJR**
- Type Auto: **1963 Buick Skylark**
- Driver: **Betsy Smith**
- Address: **1234 College Way NW, Apt. 56, Seattle, WA 98178**
- Phone #: **(206) 123-4567**
- Passenger: **Grandma Smith**
- Address: **1234 College Way NW, Apt. 57, Seattle, WA 98178**
- Phone #: **(206) 123-4568**
- Owner: **Betsy Smith**
- Address: **1234 College Way NW, Apt. 56, Seattle, WA 98178**
- Phone #: **(206) 123-4567**

**PLEASE HAVE THIS FORM SIGNED AND NOTARIZED**

- Notary services can be found at your local bank, real estate, insurance or attorney's office.
- The form must be signed by:
  - a. the claimant, verifying the claim;
  - b. a person with power of attorney for the claimant;
  - c. an attorney licensed to practice in Washington; or
  - d. By a court-approved guardian or guardian ad litem.

**Completed Claim for Damages forms and supporting documents should be submitted to:**

**Lake Stevens City Hall  
Attn: Steve Edin  
Human Resources Department  
P.O. Box 257  
1812 Main Street  
Lake Stevens, WA 98258**

**Lake Stevens City Hall Business Hours: Monday through Friday, 9:00 a.m. – 5:00 p.m.**

**Questions? Call Steve Edin, H.R. Director, at (425) 377-3227.**