



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. You may submit in person or email photos/scanned pdf form or mail this form with any other documents to: PSD@PORTAGE-IN.COM 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 decision or reimbursement amount in the replacement or repairs.

Name of Claimant: _____

Address: _____ Phone Number: _____

EMAIL: _____

Date and time of loss: _____

Description of Mailbox Type damaged: _____

Explanation of what happened regarding damage with any photos or videos supporting claim (use back of sheet if necessary): _____

YES [] NO [] Do you want the City Department to proceed with the replacement or repair, installation of this mailbox?

IF NO, as the homeowner with your own installment, you will need to submit copies of the sales receipt of materials for final reimbursement.

Amount of Damages sought: \$ _____

Claimant Signature: _____ Date: _____

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

Department Head: _____ Date: _____

[] Approved Amount: _____ [] Denied