

Citizen Vehicle and Property Damage Incident Form

Instructions: Please print clearly. Complete all sections as accurately as possible to report damage to your vehicle or personal property.

1. Claimant Information

Full Name:

Street Address:

City, State, Zip Code:

Phone Number:

Email Address:

2. Incident Details

Date of Incident (MM/DD/YYYY):

Time of Incident (e.g., 2:30 PM):

Exact Location of Incident (Street, Intersection, or Landmark):

Description of How the Damage Occurred:

3. Vehicle Information (If Applicable)

Vehicle Year:

Vehicle Make (e.g., Ford, Toyota):

Vehicle Model (e.g., Camry, F-150):

License Plate Number and State:

Description of Vehicle Damage:

4. Property Information (If Applicable)

Description of Damaged Property (e.g., mailbox, fence, bicycle):

Estimated Cost of Repairs / Value of Property:

5. Police Report & Witnesses

Was a Police Report Filed? (Yes / No):

Police Department Name:

Police Report Number:

Witness Name(s) and Phone Number(s):

6. Certification and Signature

By signing below, I certify that the information provided in this incident report is true and accurate to the best of my knowledge.

Claimant Signature: _____

Date Signed (MM/DD/YYYY):