

# Private Property Damage Report to Municipality

Please complete this form to report damage to private property caused by municipal operations, vehicles, or infrastructure. This form is prepared for printing and manual submission.

## 1. Claimant Information

Full Name of Claimant:

Mailing Address:

Phone Number:

Email Address:

## 2. Damaged Property Details

Address where damage occurred (if different from above):

Property Owner Name (if different from claimant):

Type of Property Damaged (e.g., Mailbox, Fence, Lawn, Vehicle, Building):

## 3. Incident Information

Date of Incident (YYYY-MM-DD):

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

Alleged Cause of Damage (e.g., Snowplow, Watermain break, Tree trimming):

Witness Names and Contact Information (if any):

## 4. Description of Damage & Cost

Detailed Description of Damage:

Estimated Cost of Repair/Replacement (USD):

## 5. Declaration & Signatures

By signing below, the claimant declares that the information provided in this report is true and accurate to the best of their knowledge.

Claimant Signature (Write/Sign after printing):

Date of Signature (YYYY-MM-DD):

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## For Municipal Office Use Only

Received By (Name/ID):

Date Received (YYYY-MM-DD):

Assigned Claim Number: