



Amesbury

City Hall, 62 Friend Street
Amesbury, Massachusetts 01913

VEHICLE/PERSONAL PROPERTY CLAIM FORM

ANY CLAIM BEING SUBMITTED FOR REIMBURSEMENT FOR VEHICLE DAMAGE AND/OR PERSONAL PROPERTY DAMAGE MUST MEET THE FOLLOWING REQUIREMENTS:

- ✓ Exact location, date, time and cause of the accident must be listed below.
- ✓ A detailed description of the damage must be listed below, along with an estimate of repair.
- ✓ If reimbursement is being sought for vehicle damage and you choose to proceed with having your vehicle repaired, all parts must be retained for inspection by a representative of the City's insurance company.
- ✓ Reimbursement for this damage is not guaranteed and this form is not an authorization to have damage repaired.

YOU MUST COMPLETE ALL OF THE FOLLOWING FOR YOUR CLAIM TO BE REVIEWED:

1. Name: _____
2. Address: _____
3. Telephone# CELL _____ HOME _____ BUS _____
4. Cause of Accident: _____
5. Exact Location: _____
6. Date & Time of Accident: _____
7. Describe Incident: _____

8. Amount Being Claimed: \$ _____

This form **MUST** be registered at the City Clerk's Office within 30 days of the date of the incident. The City Clerk's Office will forward this form to Administration & Finance for processing. Notification from either the City and/or the City's insurance company will follow.

To contact the City regarding this claim, please call (978) 388-5447.