



INSTRUCTIONS FOR COMPLETING A CLAIM FOR DAMAGES FORM

Before filing a claim, please read these instructions and the Claim for Damages form and other appropriate 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.

Claim for Damages Form must be served to the Shoreline City Clerk:

Mailing address:

City of Shoreline
Attn: Shoreline City Clerk
17500 Midvale Avenue North
Shoreline, WA 98133

Hand delivery address:

City Clerk's Office – 1st Floor at City Hall
17500 Midvale Avenue North
Shoreline, WA 98133

Open Monday through Friday
8:00 a.m. to 5:00 p.m.
(except observed holidays)

City Clerk's Office: (206) 801-2230

Claim for Damages Form

For Official Use Only

City/Organization: City of Shoreline

Date Received from Claimant: _____

Claimant Information

Claimant's name: _____ Date of Birth: _____

Current residential address: _____

Mailing address (if different): _____

Residential address at the time of the incident (if different from current address): _____

Claimant's daytime phone number (work, home or cell) _____

Claimant's email address: _____

Incident Information

Date of the incident: _____ Time: _____ am/pm

If the incident occurred over a period of time, date of first and last occurrences:

From: _____ To: _____

Location of incident: _____

Name, addresses and telephone numbers of all persons involved in or witness to this incident: _____

Name of all of our employees having knowledge of this incident: _____

Name, addresses and telephone numbers of all individuals not already identified above that have knowledge regarding the issues involved in this incident or knowledge of the claimant's resulting damages. Please include a brief description as to the nature and extent of each person's knowledge. Attach additional sheets if necessary.

Describe the cause of the injury or damages. Explain the extent of the property loss or medical, physical or mental injuries. Attach additional sheets if necessary.

Has this incident been reported to law enforcement? If so, which agency and name of officer (if known).

Have you filed a claim with your insurance carrier? If so, what is their name, phone number and claim number?

Name address and telephone numbers of treating medical providers. Please attach billings and records if available.

Please attach any other documentation that you believe support your claim's allegations

Additional Information Required for Automobile Claims Only

License Plate # _____ Year/ Make/ Model _____
Driver Name, Address & Phone _____
Owner Name, Address & Phone _____
Passenger(s) Name, Address & Phone _____

I am claiming damages in the amount of _____

I declare under penalty of perjury under the laws of the State of Washington the foregoing is true and correct. This Claim form must be signed by the Claimant, a person holding a written power of attorney from the Claimant, by an attorney admitted to practice in Washington State on the Claimant's behalf or by a court-approved guardian or guardian ad litem on behalf of the Claimant.

Signature of Claimant Date

(If notarized, for notary to complete)

I certify that I know or have satisfactory evidence that _____ is the person who appeared before me, and said person acknowledged that (he/she) signed this instrument and acknowledged it to be (his/her) free and voluntary act for the uses and purposes mentioned in the instrument.

Dated: _____ Signature: _____ Title: _____

My appointment expires: _____