

City Use Only

Date Received:

City of Lake Stevens
CLAIM FOR DAMAGES



Claimant Information

Name: _____ Date of Birth: _____

Current residential address: _____

Mailing address (if different): _____

Residential address at the time the claim arose: _____

Phone number (work, home, or cell) _____

Email address: _____

Incident Information

Date of the incident: _____ Time: _____

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

Location of incident (e.g., street address): _____

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

1) _____

2) _____

3) _____

Name of all City employees having knowledge of this incident:

1) _____

2) _____

3) _____

WHAT HAPPENED? Describe the cause of the injury or damages. Explain the extent of the property loss or medical, physical or mental injuries. Additional pages and supportive documentation as 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:

For Automobile Claims Only

License Plate # **Year/ Make/ Model**

Driver Name, Address & Phone

Owner Name, Address & Phone

Passenger(s) Name, Address & Phone

Amount Claimed

I am claiming damages in the amount of _____

Signature of Claimant

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

Submission of Claim

Email to:
risk@lakestevenswa.gov

Mail to:
PO Box 257
Lake Stevens, WA 98258

Deliver to:
Lake Stevens City Hall
1812 Main Street
WA 98258
Front Desk
Business Hours Monday through
Friday, 9:00 a.m. – 12:00 p.m and
1:00 p.m. - 4:00 p.m.
or
Dropbox next to City Hall front
entrance