

Instructions for Completing a Claim for Damages Form

Before filing a Tort Claim against the City, please read these instructions, and the Claim for Damages forms in their entirety.

- Type or print clearly and sign the Claim for Damages Form (electronic signatures are acceptable).
- Provide all requested information as applicable 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.
- Please be sure to attach any other documentation that you believe is support your claim.
- The form must be signed by:
 - a. the claimant, verifying the claim;
 - b. a person with power of attorney for the claimant;
 - c. an attorney licensed to practice in Washington; or
 - d. By a court-approved guardian or guardian ad litem

Completed Claim for Damages forms and supporting documents should be delivered to:

**Lake Stevens City Hall
Attn: Risk Management
P.O. Box 257
1812 Main Street
Lake Stevens, WA 98258
Monday through Friday, 9:00 a.m. – 4:00 p.m.**

or

**Emailed to:
risk@lakestevenswa.gov**

or

**Mailed to:
PO Box 257
Lake Stevens, WA 98258**

or

**Dropbox in mailbox next to City Hall front entrance at 1812 Main Street
Lake Stevens, WA 98258**

**For any questions please contact the City Risk Manager at risk@lakestevenswa.gov or call
(425) 308-3833.**