

All claims for damages must be made in writing to the Town Office within fourteen (14) days of the damage occurring, otherwise the claim will not be honoured. The following information is required.

Submitted by: _____

Street Address: _____

Telephone #: _____

1. Time and date that the damage occurred.

Date: _____ Time: _____

2. Type of equipment that caused the damage.

3. Name of company who owns the machine:

4. Type of damage and approximate amount in dollars of the claim.

5. A picture of the property before the damage occurred.

Signature: _____

Date Received at Town Office: _____

Received by: _____