



# CITY OF SNOHOMISH

116 UNION AVENUE | SNOHOMISH, WASHINGTON 98290 | (360) 568-3115 | WWW.SNOHOMISHWA.GOV

## Claim for Damages Packet

*Please read all of the information contained in the packet prior to completing and submitting your Claim for Damages*

### Documents Contained in the Packet

- Instructions for Completing the Standard Tort Claim Form
- Standard Tort Claim Form

### Legal Requirements for Submitting a Claim Form

In order to verify the claim and additional supporting information, the law requires that the Standard Tort Claim form be signed by:

- Claimant, parent of a minor claimant; or
- Person holding a written power of attorney from the Claimant; or
- Attorney in fact for the Claimant; or
- Attorney admitted to practice in Washington State on the Claimant's behalf; or
- A court-approved guardian or guardian ad litem on behalf of the Claimant

### Important

- State Law requires an original signature on the form which means that forms cannot be submitted electronically (by fax or email). We ask that the form be notarized, which can be accomplished at our office by scheduling an appointment. Please call the number for City Hall below to schedule an appointment.
- The length of the Claim for Damages investigation varies greatly depending on the complexity of the issues and the availability of evidence to support the claim. All relevant information and documents should be provided for consideration.
- The completed form may be subject to public disclosure.

### Present in Person or Mail the Claim Form and Supporting Documents to:

City of Snohomish

c/o Human Resources

116 Union Ave

Snohomish, WA 98290

City Hall Phone: 360-568-3115

Business Hours: Tuesday-Tuesday 8:00am to 4:00pm

Additional hours available by scheduling appointment

Closed on weekends and official holidays



## **Instructions for completing a standard Tort Claim Form**

- Type or print clearly in ink and sign the Form.
- Provide all requested information and any available documents or evidence supporting your claim such as damage estimates, receipts, bills, photographs, etc.
- If requested information cannot be supplied in the space provided, please use additional blank sheets.
- How to complete the Standard Tort Claim Form:
  - If the incident that caused the damages occurred over a period of time, please provide the beginning time and ending time.
  - Provide the dollar amount for your damages that should represent your opinion of total compensation.
  - Location should be specific: *Example: 123 Andover Park E.*
  - Please describe the incident that you are claiming damages for, specifically answering the questions: who, what, where, when and why.
  - List all witnesses having knowledge of the incident in question including their names, addresses and phone numbers.
  - If the incident was reported to law enforcement, please provide a copy of the report or the contact information for the report.
  - If you are claiming damages to an automobile, please complete information regarding the driver and owner of the vehicle.
  - If a claim has been submitted to your insurance carrier please provide your insurer's information, including company name, telephone number and claim number.