



CITY OF RIVIERA BEACH CLAIM FORM

(DAMAGE TO AUTO / PROPERTY DAMAGE)

1. CLAIMANT'S NAME: _____
(Print Last, First Middle)
2. Street Address : _____
3. Telephone Number : _____
4. Full Name of Insurance Company: _____
5. Name of Policy Holder: _____
6. Policy# _____
7. Vehicle Make: _____ Model: _____ Year: _____
8. License Plate # _____
9. Date & Time of Accident: _____
10. Location at which Accident Occurred: _____
11. Name of Witness to Accident: _____
12. Witness Telephone Number: _____
13. Written Estimate attached: Yes: _____ No: _____ Pictures : Yes _____ No: _____
14. Paid Bill Attached: Yes: _____ No: _____
15. Signature: _____ Date: _____

If applicable, please use the following directional diagram to describe the actual location of the sidewalk/ roadway

How to Submit Your Claim

Once you have assembled your claim (i.e. completed claim form plus all relevant materials noted above) either mail it or hand deliver it to the office of Human Resources/Risk Management Division:

Human Resources/ Risk Management Division
1481 W 15th Street
Riviera Beach, Florida 33404
Tel: 561-840-4880
sshields@rivierabeach.org

Please follow the procedures listed below to file a Claim with the City of Riviera Beach . If you incurred damages or injuries caused by roadway defects, sidewalk defects or potholes within the City's geographical limits, or are seeking reimbursement from damages incurred as a result of a collision with a vehicle owned or leased by the City, you must complete the attached Notice of Claim Form.

Your claim must include the following items:

- a. Detailed explanation of damages or injuries suffered.
- b. Exact time and location of incident.
- c. Date of Incident
- d. Location where incident occurred

Items that may be included with your claim:

- a. Itemized estimate of damages and/or receipts.
- b. Copy of Police Report if applicable.
- c. Pictures, color if possible
- d. Copy of Medical Bills for personal injuries.
- e. If estimate of repairs is over \$500, three estimates is required.

*All claims for sidewalk, roadway or pothole incidents MUST be filed within ten (10) days of the date of the incident.

**Please allow 6 to 8 weeks processing time before inquiring about your claim"*