

**TOWN OF CHESTERTON
STREET DEPARTMENT**

1490 Broadway, Suite 1, Chesterton, IN 46304
Phone: 219-926-2222
Fax: 219-926-1684



Resident:

The Town Council recently passed a policy for property damage to mailboxes. If any part of the snow plow itself hits the mailbox, the Town will replace it. If the snow plow does not have contact with the mailbox and the snow coming off the plow damages the mailbox, then the homeowner will fill out a claim form for mailbox damage.

Enclosed is a claim form with instructions for the homeowner to submit to the Town.

Thank you,

JOHN SCHNADENBERG
Street Commissioner

JS:mh
Enclosure



CLAIM FOR PROPERTY DAMAGE TO MAILBOX

Name of Claimant: _____

Address: _____

Phone: (H) _____ (C) _____

Date and time of loss: _____

Exact location of loss (street address, or nearest cross street):

Amount of damages sought (Exact cost of mailbox plus maximum of \$25 for labor):

Name and address of all persons involved (if known):

Explanation of what happened (use additional pages if necessary):

I affirm and represent that I am the owner of the above-described real estate and sustained damage to my mailbox as set forth above.

Claimant Signature _____ Date _____

Attach photographs of damage and itemized receipts for repairs in reference to this claim. Failure to submit a photograph and a receipt documenting cost will result in denial of this claim. Mail this form and your documents to:

Town of Chesterton Street Department
1490 Broadway, Suite 1
Chesterton, IN 46304

Disclaimer: The Town of Chesterton is not admitting to any liability for the damages sustained to your mailbox during snow removal. However, your claim must be submitted within 60 days from the date of loss. Failure to submit your claim in a timely manner will result in the denial of your claim.