DAMAGE CLAIM FORM

All claims for damages must be made in writing to the Town Office within thirty (30) days of the damage occurring, otherwise the claim will not be honored. 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 equipment (Companies outside of the Town of Spaniards Bay):

   _____

4. Type of damage (please include photos of property **before and after** damage occurred):

   _____

Signature: _____

Date Received at Town Office: _____

Received By: _____