

{Time Stamp}

**Office of the Town Clerk
Town Hall
1009 Main Street
Tewksbury, MA 01876
(978) 640-4355**

- **Mailbox / Property Damaged claims must be filed within 30 days of incident to the Office of the Town Clerk**
- **Please be aware that the Department of Public Works may not reimburse for mailboxes damaged during snow plowing operations, with the exception of mailboxes directly hit by a town vehicle. In that event, investigation and final determination of the claim will be made by the Department of Public Works administration. Damage due to snow throw or wood decay will not be repaired/reimbursed. Anything installed within the Town's right-of-way (i.e., fence, mailbox, etc.) is placed there at the owner's risk.**
- **Attach a copy of the estimate of repair or the repair bill.**
- **Mailbox claims - Attach proof of purchase. The resident may opt to be reimbursed up to \$30.00 upon submission of a sales receipt.**

Name: _____

Address: _____

Telephone: _____ **Mobile:** _____

Date of Incident: _____

Location: _____

(Near a specific and/or familiar sight)

Statement: _____

Date

Signature

For Internal Use Only:
DPW Superintendent
Town Manager

Property Damage-Mailbox Claim