

**TOWN OF CARY
NOTICE OF CLAIM**

To assist you in making a claim against the Town of Cary for damages and/or bodily injuries which you believe to have been the result of negligence on the part of the Town, please complete this form. Following an investigation by the Town and/or Insurance Carrier, you will be contacted as to the determination of liability.

Name: _____

Address: _____

Telephone: Primary: _____ Alternate: _____

E-mail Address: _____

Information in support of the claim:

1. Date of incident: _____ Time: _____

2. Location of Incident: _____

3. Explain in your own words below how you were injured or how your property was damaged and in what way you believe that the Town was negligent. Also include copies of any documents, pictures and/or receipts in support your claim. (If additional space is needed, attach supplementary sheets.)

4. Provide the names and contact information of any persons who witnessed the incident, Town of Cary employee names with whom you had contact regarding this incident, and/or police report number.

5. Was any property damaged? _____ Amount (if known): _____

If yes, describe the property damaged? _____

6. Were any bodily injuries sustained? _____ Amount (if known): _____

If yes, describe bodily injuries: _____

I acknowledge that the above information is true and accurate.

Signature: _____ Date: _____

Return to: Town of Cary
Attention: Risk Management
P.O. Box 8005
Cary, NC 27512-8005

Direct: 919-462-3977
FAX: 919-388-1145
E-mail: precious.seabrooks@townofcary.org