

**PER YOUR REQUEST
ATTACHED IS A NOTICE OF CLAIM FORM**

**COMPLETE AND RETURN IT IN ACCORDANCE WITH
NEW YORK STATE GENERAL MUNICIPAL LAW §50-e.**

For All Claims please provide, if available:

- **Photographs of the exact accident location and/or alleged defect. Include street addresses and cross streets.**
- **Police report / Incident report**
- **Date and Time of Incident**

For claims of Property Damage please include, if available:

- **Photographs of the property damage**
- **Photographs of the accident exact location and/or alleged defect. Include street addresses and cross streets.**
- **Estimates for repairs (2)**
- **Invoice(s) and proof of payment for repairs**
- **Police report / Incident report**

Mail to:

**Town of Huntington – Town Clerk
100 Main Street
Huntington, NY 11743**

Encl.

NOTICE OF CLAIM

In the Matter of the Claim of

TO:

PLEASE TAKE NOTICE that the undersigned claimant(s) hereby make(s) claim and demand against you as follows:

- 1. The name and post-office address of each claimant and claimant's attorney is:*

- 2. The nature of the claim:*

- 3. The date, time, and place where, and the manner in which the claim arose:*

- 4. The items of damage or injuries claimed are (do not state dollar amounts):*

The undersigned claimant(s) therefore present this claim for adjustment and payment. You are hereby notified that unless it is adjusted and paid within the time provided by law from the date of presentation to you, the claimant(s) intend(s) to commence an action on this claim.

Dated: _____

The name signed must be printed beneath

Sworn to before me this

____ day of _____, 20____

The name signed must be printed beneath

Notary Public

Contact Phone Number: _____