

VILLAGE OF ANTIOCH
MAILBOX DAMAGE REIMBURSEMENT CLAIM FORM

It is the policy of The Village of Antioch to reimburse residents up to \$75.00 for eligible damage to mailboxes from direct plow contact.

DATE _____

NAME _____

ADDRESS _____

HOME PHONE _____

CELL PHONE _____

DATE OF MAILBOX DAMAGE _____

APPROXIMATE TIME OF MAILBOX DAMAGE _____

IF THERE WERE WITNESS(ES) TO MAILBOX DAMAGE:
Witness(es) Contact Information

Name	Phone
_____	_____

Name	Phone
_____	_____

Name	Phone
_____	_____

- DAMAGE IS TO:
- MAILBOX RECEPTICLE ONLY
 - POST ONLY
 - BOTH

PLEASE PROVIDE A DESCRIPTION OF THE MAILBOX DAMAGE

PLEASE ATTACH A RECEIPT FOR REPAIR TO YOUR MAILBOX. IN ADDITION, PLEASE ATTACH ANY EVIDENCE SUPPORTING YOUR CLAIM I.E. PHOTOS OR ANY OTHER EVIDENCE THAT YOU FEEL PROVES THE VILLAGE IS RESPONSIBLE FOR THIS DAMAGE. IF YOU HAVE A POLICE REPORT, PLEASE ATTACH. (not required)

Office Use Only:

Approved: _____

Reasons For Approval/Denial: _____

Denied: _____

By: _____