



City of Norton

4060 Columbia Woods Drive
Norton, Ohio 44203

Administration (330) 825-7815

FAX (330) 825-3104 * Website: www.cityofnorton.org

Re: Your Claim Against The City of Norton

Dear Claimant:

Enclosed is the claim form you requested. Please be advised that only the property owner may file a claim. Please provide the requested information that applies to your claim. If a requested item does not apply to your claim, mark that item "N/A."

For property damage claims, you must submit at least two (2) written estimates or replacement of the items. If the items have been repaired or replaced, receipts must be submitted.

Please be advised that on property damage claims, if you have insurance, you must submit proof of your deductible and any other amounts not covered. This information must be submitted whether or not you choose to make a claim with your insurance company. If you have attempted to submit a claim to your insurance company that has been denied or your policy excludes coverage for the loss that you incurred, written proof of the denial or exclusion must be submitted. Ohio law specifies that the City of Norton is entitled to a set-off for the amounts you are entitled to receive from your insurance company. Therefore, if your claim is determined to be valid, the claim will be limited to the amount of your insurance deductible plus any other amounts not covered by insurance.

Upon receipt of the completed form, an investigation will be conducted. After the investigation is complete, it may be necessary to schedule a claims hearing to resolve the matter. If a hearing is scheduled, you will be notified by mail at least two (2) weeks prior to the hearing date. You may attend the hearing or send an authorized representative to appear in your place.

Should you have any questions regarding your claim, please contact the **Claims Agent** at (330) 825-7815.

Director of Law

**CITY OF NORTON
Department of Law
Claims Form**

**OFFICE USE ONLY
DO NOT WRITE IN THIS AREA**

Claim No.: _____

TYPE OF CLAIM

_____ FD	_____ PD
_____ Engineering	_____ Street
_____ Sanitation	_____ Sewer
_____ Water	_____ Cust. Serv.
_____ Plans & Per.	_____ Parks
_____ Water Dist.	
_____ Other:	_____

(Please Type or Print All Information)

1. GENERAL INFORMATION

Name: (Mr. Mrs. Ms.) _____

Spouse's Name: _____

Address: _____

Number and Street City and State Zip Code

Home Phone: _____ **Work Phone:** _____

Employer: _____

Date of Incident _____ **Approximate Time of Incident** _____

Exact Location of _____

CLAIM
NO.: _____
Office Use
Only

Total Amount of Claim: _____

2. MEDICAL EXPENSES: (BE SURE TO ENCLOSE COPIES OF MEDICAL BILLS)

DOCTOR/HOSPITAL (Include addresses).

AMOUNT

_____	_____
_____	_____
_____	_____
_____	_____

3. DESCRIPTION OF COMPLAINT: (BE SPECIFIC AND USE ADDITIONAL SHEETS IF NEEDED. IF APPLICABLE, INCLUDE A LICENSE PLATE NUMBER).

4. PROPERTY DAMAGE: (MUST SUBMIT TWO WRITTEN ESTIMATES AND/OR RECEIPTS, IF APPLICABLE).

ITEM

AGE OF ITEM

DAMAGE AMOUNT

_____	_____	_____
_____	_____	_____
_____	_____	_____

CLAIM
NO.:

Office Use
Only

5. **INSURANCE COVERAGE FOR PROPERTY DAMAGE CLAIMS:** YES ___ NO ___
 (Please check one)

If yes, you must submit proof of your deductible and any other amounts not covered. This must be submitted whether or not you file a claim with your insurance company.

Name of Carrier: _____
Address: _____
Phone No.: _____
Deductible and other amounts not covered: _____

Pursuant to Ohio Revised Code Section 2744.05, the City of Norton is entitled to a set-off for the amounts you are entitled to receive from your insurance company. This means that the only part of your claim that will be considered is the amount of your insurance deductible and any other amount not covered by insurance whether or not you choose to file a claim with your insurance company. Therefore, you must submit written verification from your insurance company of your deductible and any other amount not covered.

6.

WITNESS NAME (S)	ADDRESS/CITY/STATE	PHONE NO.
_____	_____	_____
_____	_____	_____
_____	_____	_____

(Use an additional sheet if needed.)

7. **ARE YOU AWARE OF ANY OTHER PERSON(S) WHO MAY BE RESPONSIBLE? IF SO, GIVE THE NAME AND ADDRESS OF THE PERSON(S).**

_____	_____	_____	_____	_____
Name	Address	City	State	Zip
_____	_____	_____	_____	_____
Name	Address	City	State	Zip
_____	_____	_____	_____	_____
Name	Address	City	State	Zip

8. DID YOU REPORT THIS INCIDENT TO ANY PERSON(S) WORKING FOR THE CITY OF NORTON? IF SO, TO WHOM?

NAME	DEPARTMENT	PHONE NO.	DATE
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

9. ARE YOU INVOLVED IN ANY OTHER CLAIM(S), LAWSUIT(S), OR DISPUTE(S) WITH THE CITY OF NORTON? IF SO, PLEASE GIVE DETAILS.

CASE/CLAIM NUMBER	COURT/OFFICE	DATE FILED
_____	_____	_____
_____	_____	_____
_____	_____	_____

10. IS THIS CLAIM CURRENTLY BEING BROUGHT IN ANY OTHER COURT/OFFICE OR HAS IT BEEN IN THE PAST? IF SO, PLEASE GIVE DETAILS.

CASE/CLAIM NUMBER	COURT/OFFICE	DATE FILED
_____	_____	_____
_____	_____	_____
_____	_____	_____

11. ARE YOU CURRENTLY INDEBTED TO THE CITY OF NORTON? IF SO, PLEASE GIVE DETAILS.

SIGNATURE OF OWNER

WITNESS TO OWNER'S SIGNATURE

PRINTED NAME

PRINTED NAME

DATE

DATE

12074703 _1 PERSON.3064

CLAIM
NO.:

Office Use
Only