



FILE COMPLETED FORM BY MAIL OR IN PERSON AT:

City of San Marino  
City Clerk's Office  
2200 Huntington Drive  
San Marino, CA 91108

**OFFICE USE ONLY**  
CITY CLERK TIME STAMP

## CLAIM FOR DAMAGES TO PERSONS OR PROPERTY

### INSTRUCTIONS

1. Claim for death, injury to person or to personal property must be filed no later than six (6) months after the occurrence (Gov. Code Sec. 911.2).
2. Claims for damages to real property must be filed no later than one (1) year after the occurrence (Gov. Code Sec. 911.2).
3. Read entire claim form before filing. Attach separate sheets, if necessary, to give full details. Please **print or type** your information.
4. Pursuant to the Public Records Act, the submitted claim is subject to public disclosure.
5. This Claim must be signed and dated on page 2 at the bottom.

### CLAIMANT INFORMATION

Name of Claimant \_\_\_\_\_

Home Address \_\_\_\_\_  
(First Name) (Middle Initial) (Last Name) Date of Birth \_\_\_\_\_

City, State, Zip \_\_\_\_\_ CA Driver's License # \_\_\_\_\_

Daytime ( ) \_\_\_\_\_ Evening ( ) \_\_\_\_\_ Cell ( ) \_\_\_\_\_

### CLAIM INFORMATION

Type of Loss:  Personal Injury Other \_\_\_\_\_ Police Report # \_\_\_\_\_  
 Property Damage

When did injury or damage occur? \_\_\_\_\_ AM/PM  
(Month/Day/Year) (Day of Week) (Time)

Where did injury or damage occur? (Street address, intersecting streets, or other location)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How did injury or damage occur? (Describe accident or occurrence)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What action or inaction on the part of the City caused the injury or damage?

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Describe in detail the injury or damage:

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Witnesses to injury or damage. List all persons and addresses of persons known to have information.

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(Name) (Address) (Phone Number)

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(Name) (Address) (Phone Number)

Names of City employee(s) involved:

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**FINANCIAL INFORMATION**

Amount claimed as of this date: \$ \_\_\_\_\_

Estimated amount of future costs: \$ \_\_\_\_\_

Total amount claimed: \$ \_\_\_\_\_

**NOTE: Please attach copies of supporting documentation for the amounts claimed.**

**If claim relates to an automobile accident, please answer the following and attach proof of insurance:**

Please check here if there was no insurance coverage in effect at time of incident

Insurance Policy # \_\_\_\_\_ Insurance Company \_\_\_\_\_

Insurance Broker/Agent \_\_\_\_\_

Address \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

**CERTIFICATION OF CLAIMANT**

I have read the matters and statements made in the above claim and I know the same to be true of my own knowledge, except as to those matters stated upon the information or belief as to such matters I believe the Same to be true. I certify under penalty of perjury that the foregoing is true and correct.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

NOTE: CLAIMS MUST BE FILED IN THE CITY CLERK'S OFFICE (Gov. Code Sec. 915A)  
PRESENTATION OF A FALSE CLAIM IS A FELONY (Pen. Code Sec. 72)