



Claim for Damages

**Town of Johnston
1385 Hartford Avenue
Johnston, Rhode Island 02919
(401) 351-6618**

For damage caused by potholes, the claim must be filed within a period of 7 days from when the damage was sustained. A police report needs to be filed with this claim form and also an estimate of the damage. If the Town is found liable for the damage, reimbursement is limited to \$300. For in-ground sprinkler damage, the Town is not responsible for damage to sprinklers if the sprinklers are within the Town's right-of-way.

To: The Honorable Johnston Town Council:

Date: _____ Claimant Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____ Phone Number: _____

Name and Address of Legal Representative (If Any):

_____ Telephone Number: _____

Date of Loss: _____ Approximate time of loss (if known): _____

Location of loss: _____

Description of Claim (Provide Details): _____

Dollar Amount of Claim: \$ _____

Be sure to attach any and all pertinent documentation Including Police Reports, Insurance Claims, Invoices, Quote Sheets, Etc. Incomplete forms will not be considered. If submitting pictures, they must be printed and submitted with the claim; emailed pictures, flash drives or data sticks are not accepted

Signature

Date