

CITY OF OREGON CITY
Claim for Damages – Automobile Administrative Policy 2-9

Please read the entire Damage Incident Report before completing. This form should be filed with the City of Oregon City as soon as possible after the date of the occurrence, giving rise to the claim for damages or relief. Cooperation in completing this form will expedite claim processing. Return completed form to:

City of Oregon City – Risk Management
625 Center Street / P.O. Box 3040
Oregon City, OR 97045 - 0304
Fax: 503-496-1576

If you have any questions, please contact Risk Management at 503-657-0891 or risk@orc.city.org.

Name of Claimant _____

Home Address _____

Work Address _____

Home Phone _____ Work Phone _____

E-mail address _____

WHEN did damage or injury occur? Give full details, date, time of day: _____

WHERE did damage or injury occur? Describe fully and locate on diagram on attached sheet. _____

INDICATE the physical conditions surrounding the occurrence (weather condition, lightness or darkness, condition of the road, traffic, power lines, etc., when applicable. _____

HOW did damage or injury occur? _____

NAMES of any City employees alleged to have caused the injury, damage, or loss, if known. _____

WHAT particular ACT or OMISSION on the part of the City or its employees do you claim caused the injury or damage? _____

WHAT DAMAGE OR INJURIES do you claim resulted? Give full extent of injuries or damage claimed. List the sum you claim and an account of each item of injury or damage. _____

TOTAL CLAIMED

INSURANCE payments, if any received by you on account of this damage or injury and the name of the insurance company. _____

EXPENDITURES made on account of accident or injury:

Date	Item	To Whom Paid	Amount
_____	_____	_____	\$
_____	_____	_____	\$
_____	_____	_____	\$
_____	_____	_____	\$

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Names and addresses of witness, doctors, and hospitals:

Other details:

READ CAREFULLY

For all accident claims, place on attached diagram the names of streets, indicating North, East, South, and West. Indicate place of accident by "X" and by showing house numbers or distance to street corners.

If City vehicle was involved, designate by letter "A" location of City vehicle when you first saw it, and by "B" location of yourself or your vehicle when you first saw City vehicle. Location of City vehicle at the time of the accident by "A-1" and location of yourself or your vehicle at the time of the accident by "B-1" and the point of impact by "X."

NOTE: If diagram does not fit this situation, attach a proper diagram signed by claimant.

Was the accident investigated by any Police Department? ____ Yes ____ No. If yes, please furnish name or badge number of officer. _____

If the signer of this claim is not the claimant, explain signer's relationship to the claimant. _____

Please attach additional information that may be helpful in resolving this claim, such as repair estimates and photographs. Thank you.

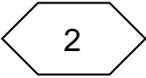
I declare that the foregoing is true and correct.

Signature _____ Date _____

PLEASE ATTACH ESTIMATES WITH THIS CLAIM FORM

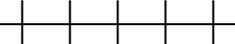
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DIAGRAM

Number Each Vehicle  

Use Arrow to Show Path 

Show Pedestrian by 

Railroad Tracks By 

Indicate Direction By Arrow As 



← Street or Highway →

