

Claim for Damages Packet

Please read all of the all of the information contained in the packet before completing it and submitting your Claim for Damages

Documents Contained in the Packet

- Instructions for Completing the Standard Tort Claim Form
- Standard Tort Claim Form

Legal Requirements for Submitting a Claim Form

In order to verify the claim and additional supporting information, the law requires that the Standard Tort Claim form be signed by:

- Claimant; or
- Person holding a written power of attorney from the Claimant; or
- Attorney in fact for the Claimant; or
- Attorney admitted to practice in Washington State on the Claimant's behalf; or
- A court-approved guardian or guardian ad litem on behalf of the Claimant

Important

- The length of the Claim for Damages investigation varies greatly depending on the complexity of the issues and the availability of evidence to support the claim. All relevant information and documents should be provided for consideration.
- The completed form may be subject to public disclosure.

Present in Person, Mail, Email, or Fax the Claim Form and Supporting Documents to:

City of Pullman
c/o City Clerk Dee Stiles-Elliott
190 SE Crestview Street
Building "A"
Pullman, WA 99163

Voice: 509-338-3209 Fax: 509-338-3209 Email: dee.stiles@pullman-wa.gov

Business Hours: Monday-Friday 8:00 am to 5:00 pm
Close on weekends and official holidays

Instructions for Completing a Standard Tort Claim Form

- Type or print clearly in ink and sign the Form
- Provide all requested information and any available documents or evidence supporting your claim, such as damage estimates, receipts, bills, photographs, etc.
- If the requested information cannot be supplied in the space provided, please use additional blank sheets.
- How to complete the Standard Tort Claim Form:
 - If the incident that caused the damages occurred over a period of time, please provide the beginning time and ending time
 - Provide the dollar amount for your damages that should represent your opinion of total compensation.
 - Location should be specific: 123 Andover Park **E**.
 - Please describe the incident you are claiming damages for, specifically answering the questions: who, what, where, when, and why.
 - List all witnesses knowing about the incident in question with their names, addresses, and phone numbers.
 - If the incident was reported to law enforcement, please provide a copy of the report or the contact information for the report.
 - If you are claiming damages to an automobile, please complete information regarding the driver and owner of the vehicle.
 - If a claim has been submitted to your insurance carrier, please provide their information.

Claim for Damages Form

For Official Use Only

City/Organization: **The City of Pullman**

Date Received from Claimant _____

Claimant Information

Claimant's name- _____ Date of Birth: _____

Current residential address: _____

Mailing address (if different): _____

Residential address at the time of the incident (if different from current address): _____

Claimant's daytime phone number (work, home, or cell) _____

Claimant's email address: _____

Incident Information

Date of the incident: _____ Time: _____ am/pm

If the incident occurred over a period of time, date of first and last occurrences:

From: _____ To: _____

Location of incident _____

Name, addresses and telephone numbers of all persons involved in or witness to this incident: _____

Name of all of our employees having knowledge of this incident: _____

Name, addresses and telephone numbers of all individuals not already identified above that have knowledge regarding the issues involved in this incident or knowledge of the claimant's resulting damages. Please include a brief description as to the nature and extent of each person's knowledge. Attach additional sheets if necessary.

Describe the cause of the injury or damages. Explain the extent of the property loss or medical, physical or mental injuries. Attach additional sheets if necessary.

Has this incident been reported to law enforcement? If so, which agency and name of officer (if known).

Have you filed a claim with your insurance carrier? If so, what is their name, phone number and claim number?

Name address and telephone numbers of treating medical providers. Please attach billings and records if available.

Please attach any other documentation that you believe support your claim's allegations

Additional Information Required for Automobile Claims Only	
License Plate # _____	Year/ Make/ Model _____
Driver Name, Address & Phone _____	
Owner Name, Address & Phone _____	
Passenger(s) Name, Address & Phone _____	

I am claiming damages in the amount of _____

I declare under penalty of perjury under the laws of the State of Washington the foregoing is true and correct. - This Claim form must be signed by the Claimant, a person holding a written power of attorney from the Claimant, by an attorney admitted to practice in Washington State on the Claimant's behalf, or by a court-approved guardian or guardian ad litem on behalf of the Claimant.

Signature of Claimant

Date
