



**CLAIM FOR DAMAGES**

**Mail To: City of Kirkland  
Attn: City Clerk's Office  
123 Fifth Avenue  
Kirkland, Washington 98033-6189**

Date Filed

**Or Hand Deliver to: Information Desk, Kirkland City Hall  
Business hours: Monday-Friday 8:00 a.m. – 5:00 p.m. (425) 587-3000**

Please take note that ,  
Who currently resides at , mailing address ,  
Home Phone # , Work Phone # ,  
And who resided at  at the time of occurrence and  
Whose date of birth is  is claiming damages against   
In the sum of \$  arising out of the following circumstances listed below.

**DATE OF OCCURRENCE:**  **TIME:**

**LOCATION OF OCCURRENCE:**

**DESCRIPTION:**

1. Describe the conduct and circumstance that brought about the injury or damage. Also describe the injury or damage:

(Attach an extra sheet or use back side for additional information if needed)

2. Provide a list of witnesses, if applicable, to the occurrence including names, addresses, and phone numbers.

3. Attach copies of all documentation relating to expenses, injuries, losses, and/or estimates for repair.

4. Have you submitted a claim for damages to your insurance company?  Yes  No

If so, please provide the name of the insurance company:

Policy #:

**\*\* ADDITIONAL INFORMATION REQUIRED FOR AUTOMOBILE CLAIMS ONLY \*\***

License Plate #  Driver's License #   
Type Auto:     
(year) (make) (model)

**DRIVER:**

Address:   
Phone #:

**OWNER:**

Address:   
Phone #:

**PASSENGERS:**

Name:   
Address:

Name:   
Address:

**\*\* NOTE: THIS FORM MUST BE SIGNED BEFORE A NOTARY. NOTARY SERVICES ARE AVAILABLE AT CITY HALL \*\***

I, \_\_\_\_\_, being first duly sworn, depose and say that I am the claimant for above described; that I have read the above claim, know the contents thereof, and believe the same to be true.

\_\_\_\_\_  
Claimant's Signature

SIGNED AND SWORN TO before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary's Signature

\_\_\_\_\_  
Print Notary's Name  
NOTARY PUBLIC in and for the State of  
Washington, residing at \_\_\_\_\_  
My commission expires \_\_\_\_\_