

Date Received by Village \_\_\_\_\_



## VILLAGE OF MACHESNEY PARK MAILBOX DAMAGE REIMBURSEMENT CLAIM FORM

It is the policy of the Village of Machesney Park to either replace a damaged mailbox with a standard 4" x 4" wood pole and/or a standard plastic mailbox or reimburse residents up to \$75.00 for eligible damage to mailboxes from direct plow contact. *Damage caused by flying snow will not be repaired or reimbursed by the Village.*

**CLAIM FORMS MUST BE SUBMITTED WITHIN 10 DAYS OF THE OCCURRENCE**

DATE OF MAILBOX DAMAGE \_\_\_\_\_

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE # \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

DAMAGE IS TO:

\_\_\_\_\_ MAILBOX RECEPTACLE ONLY

\_\_\_\_\_ POST ONLY

\_\_\_\_\_ BOTH

PLEASE PROVIDE A DESCRIPTION OF THE MAILBOX DAMAGE

\_\_\_\_\_  
\_\_\_\_\_

**Select Claim Option:**

A permanent replacement consisting of a 4 x 4 wood post and/or a standard plastic mailbox. *(A temporary mailbox may need to be installed until conditions allow for permanent replacement.)*

A reimbursement check in the amount of \$75.00 *(please allow 2-4 weeks for reimbursement)*

**Office Use Only:**

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

Approval/Denial: \_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_