

NOTICE OF CLAIM

Claim and documentary evidence (i.e., police report, pictures, receipts, estimates, etc.) must be submitted to the Office of Risk Management (1720 2nd Avenue South, JNWB 504B, Birmingham, Alabama, 35294-0500). Give complete information and be specific. Itemize and substantiate all damages claimed by attaching estimates of property damage/loss, statement of account for all medical treatment, and any other items of damage/loss. All claims on behalf of minors (persons under 19 years of age) must be signed by a parent or guardian and notarized.

1. Name and Mailing address of claimant: _____

2. Phone number of claimant: Home: _____ Work: _____

3. Is claimant a minor (less than 19 years of age)? ___ Yes ___ No If yes, give age of minor and the name of minor's parent or legal guardian: Age: _____ Name: _____

4. Date and time the incident occurred: _____

5. Location of incident (building, street address): _____

6. State the facts of the occurrence, including the names of any witnesses. Include the extent of any injuries to person(s) and/or damage to property, and the amount of damage/loss. Be sure to **state the amount** of your claim. Attach a separate page if additional space is required.

7. Is there any other source of recovery/payment for these expenses? (E.g., Homeowners/renters policy, automobile insurance, health/medical insurance, worker's compensation coverage, etc.)

Yes: _____ Please explain: _____

If 'yes', have you filed a claim with this carrier? _____

No: _____ There is no other coverage or payment source for this damage/loss/injury.

The information provided by me in the above statements is true and correct to the best of my knowledge.

Signature of claimant (or parent/guardian if claimant is a minor)

State of: _____

County of: _____

Before me _____, a Notary Public in and for said State and County, personally appeared _____ who, being made known to me and informed of the contents of this petition and the statements by him/her therein, and being duly sworn, says such statements are true and correct.

Sworn to and subscribed before me this _____ day of _____, 20 _____

Notary Public