

City of Niagara Falls  
New York



**NOTICE OF CLAIM FORM**  
**FOR PERSONAL INJURY, DAMAGE TO PROPERTY OR LOSS OF PROPERTY**

This Notice of Claim Form can only be accepted by Personal Delivery to the City Clerk's Office or by Registered, Certified Mail. These are the **ONLY** permitted methods of service. **NO** Notice of Claim will be accepted if filed ***later than 90 days*** from the date of loss.

*You will be notified in writing when the City has made a final determination on your Claim. In order to come to a fair and legal conclusion, each individual Claim requires a full investigation by the City. We appreciate your patience during this process.*

1. Name of Claimant: \_\_\_\_\_
2. Address of Claimant: \_\_\_\_\_
3. Claimant's Phone #: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Alternate # if available: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_
4. Owner of Damaged or Lost Property: \_\_\_\_\_
5. Owner's Address: \_\_\_\_\_  
(If same as "Claimant", you may skip this part)
6. Owner's Phone #: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ (If same as "Claimant", you may skip this part)
7. Date of Loss: \_\_\_\_\_ Time of Loss (if known): \_\_\_\_\_:\_\_\_\_\_
8. Exact Location of Loss (i.e. House Address, Nearest Cross Street, etc): \_\_\_\_\_  
\_\_\_\_\_
9. Police Report Number if Known: \_\_\_\_\_
10. Describe How Loss Occurred: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Please Turn Page Over for Additional Information Needed)

11. List all Items of Property Damage Ascertained to Date (If property damage – we require two (2) original estimates of repair or replacement to be turned in with this Claim Form. You have up to ninety (90) days from date of loss to submit this Claim form with estimates): \_\_\_\_\_

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THE UNDERSIGNED DECLARES, UNDER PENALTIES OF PERJURY, THAT HE/SHE IS THE CLAIMANT THAT HE/SHE HAS READ THE FOREGOING NOTICE OF CLAIM THAT TO THE BEST OF HIS/HER KNOWLEDGE THE INFORMATION CONTAINED HEREIN ABOVE IS TRUE AND CORRECT.

\_\_\_\_\_  
Signature of Claimant

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

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Notary Public/Commissioner of Deeds