

**TOWN OF POLK
MAIL BOX ACCIDENT CLAIM FORM**

Per Ordinance 10-13:

- (a) Residents have the option to replace the damaged mailbox by use of a standard mailbox and post regulated by the U.S. Post Office standards, or they may choose to install a more expensive mailbox and/or decorative post.
- (b) In the interest of being fair to all of its residents, the Town's reimbursement shall remain the sum of thirty dollars (\$30.00) to be paid to the resident which they can apply towards their purchase(s). In the case of choosing the monetary option, residents are responsible for the installation of their mailbox and post. Checks shall be issued at the Town's next scheduled payable processing. Reimbursement or replacement will occur one (1) time per winter season.
- (c) Residents have the option of having the Town replace their mailbox and/or post with a standard rural box placed on a support once it is verified the damage was made by our Highway Department and proper forms are completed.
- (d) Neither reimbursement nor replacement options shall not occur without a signed "Request for Reimbursement Form" complete with the date, time and address the instance occurred and signed by the resident.
- (e) Regardless if residents choose the option for Town replacement as listed above, or payment as listed above, neither shall occur, until after verification has been made by our Highway Department.

Resident's Name _____

Address _____ Zip Code _____

Phone # _____ Damaged Occurred _____ (Date) _____ (Time) A.M. or P.M.

Signature _____ Today's Date _____

Employee _____ Complaint received _____

Approved Not Approved

Highway employee _____ Date _____

Repair/Replaced Post And /Or Mailbox on _____ Issue Refund Check