# City of Raleigh Claim and Notice of Injury/Property Damage

This form is designed as a notice of personal injury and/or property damage that involved the City of Raleigh.

Name: _____
First Middle Last

Address: _____

City _____ State _____ Zip Code _____

Telephone: Home: _____ Business or Cell: _____

Email: _____

In support of this claim, the following facts are set forth:

1. Date of Incident: _____Time:_____

2. Exact location where injury/property damage occurred:

   _____

3. Facts concerning how and circumstances under which injury/damage occurred. Describe alleged defect. (**If additional space is needed, attach supplementary sheet)**

   _____

   _____

   _____

   Was there a defect in a street, sidewalk, or other public place in the City of Raleigh? _____
   How long has defective condition existed? _____
   Was City notified of defect causing this accident **prior** to the accident? _____
   If so, when and by whom? _____

4. Persons who witnessed incident and/or have knowledge of alleged defect. Name/Address/Phone#

   _____ _____ _____

5. Provide name(s) of any City of Raleigh department or person with whom you have been in contact regarding this incident and/or police report number:

   _____

6. Were any injuries sustained? _____ Personal Injury (if known) $_____

   Describe injuries: _____

7. Was any property damaged? _____ Property Damage (if known) $ _____

   What property was damaged? _____

I acknowledge that the above information is true and accurate.

Claimant Signature: _____ Date: _____

**Return to:** City of Raleigh
Risk Management Division
P. O. Box 590
Raleigh, NC 27602

Direct: 919-996-2240
FAX: 919-996 -7228
E-mail: riskmanagement@raleighnc.gov

*Revised 02/2016*