



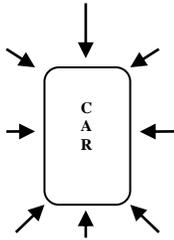
**CLAYTON COUNTY BOARD OF COMMISSIONERS
CENTRAL SERVICES DEPARTMENT
RISK MANAGEMENT DIVISION**

7994 N. McDonough Street • Jonesboro, Georgia 30236
(770)473-3955– Direct Telephone (770) 473-5907 Direct Fax

Claim Form Instructions

To expedite the investigation of your Claim in a timely manner, we will need the following items:

- 1) Claim Form** – Completion of Claim Form in full along with signature & date and your reasoning for alleging the County to be 'at fault' for your loss.
It is valuable in evaluating this claim to include all elements of your loss in a detailed written statement. Please be sure to include any witness information and/or statement(s) you have. **INCOMPLETE FORMS CAN CAUSE A DELAY IN EVALUATING YOUR CLAIM OR YOUR FORM BEING RETURNED TO YOU FOR PROPER COMPLETION.**
- 2) Photos and/or Video of Damage** – For Alleged Auto Damage



The photos should follow above. Each corner shot should encompass the entire corner of the unit to include the front and side of the vehicle, then side shots and front shots of the vehicle. **NONE OF THESE SHOULD BE CLOSE UP.** Then also include some close up shots of your damage.

If you have damage to any other property item, please ensure there are photos showing the entire item then also include close up photos of the damaged item.

- 3) Estimates of Damage** – We require *two* independent repair estimates of any damage you are alleging. **This estimate must be submitted on the estimator's official document that would include their company name, address, phone number, signature block, signature and date.**

Upon return of the required items, we will proceed with an investigation into your allegations. If you have any questions, please contact us at 770-473-3955 during business hours M-F, 8-5 PM excluding holidays.

REV 4-12-13

The claim process will begin as soon as a completed claim form is received by our office. This correspondence should not be construed as an acceptance nor denial of a claim. Should a claim be presented, you will be notified by separate notice of our decision regarding the claim.