

**Mailbox and Post Damage Notification Form**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Date and time of incident: \_\_\_\_\_

Phone number: \_\_\_\_\_

Description of damage:

Condition of mailbox before damage (Circle size and condition of mailbox and post):

Box (Size)

Box (Condition)

Post (Condition)

Small

Like New

Like New

Medium

Good

Good

Large

Moderate

Moderate

Poor

Poor

Check one:

I agree that the Village of Swanton will install one equivalent size, standard mailbox on a 4" x 4" treated post to replace the damaged mailbox and post described above.

I agree to accept seventy-five dollars (\$75.00) as full and complete compensation for the damage to the mailbox and post described above. I agree that this amount is full compensation for my damage and agree to replace the damaged mailbox at my sole cost and expense in compliance with requirements of the USPS and the Village of Swanton standards/ requirements.

I also acknowledge:

- The amount will be paid in the normal payment cycle of the Village of Swanton which may be (30) days from this date; and
- If my mailbox is replaced with substandard materials, the Village of Swanton may deny claims later for damage to replace the mailbox.

I hereby certify under the penalties of perjury the following:

- All the information contained on this form is true and correct.
- By signing this document, I acknowledge that the Village of Swanton will be absolved of any liability concerning further mailbox damage.
- In the event it is determined that the facts contained herein are untrue, the Village of Swanton may, after investigation, forward this claim to the Village of Swanton Prosecutor for prosecution.
- No resident is able to submit a mailbox claim more than one time in a twelve (12) month period.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Signature: \_\_\_\_\_

Printed: \_\_\_\_\_

This form and all relevant pictures must be emailed to Neil Tedrow at [publicservice@villageofswantonohio.us](mailto:publicservice@villageofswantonohio.us) within two (2) business days of the incident. Phone calls will not be accepted. Forms without pictures will not be accepted. The mailbox in question will be inspected to determine the cause of damage. Public Service employees reserve the right to determine the cause of damage at their own professional discretion.