

**NOTICE OF CLAIM**

The undersigned, \_\_\_\_\_, pursuant to I.C. 34-13-3-1, et seq., hereby notifies the City of Whiting of his/her claim for damages alleged to arise from the acts or omissions of the City of Whiting, by or through its agents, employees or subcontractors, which claim is further described in summary below:

**NAME OF CLAIMANT:** \_\_\_\_\_

**ADDRESS AT TIME OF LOSS:** \_\_\_\_\_

**ADDRESS AT TIME OF FILING:** \_\_\_\_\_

**DATE AND TIME OF LOSS:** \_\_\_\_\_

**PHONE NUMBER OF CLAIMANT:** \_\_\_\_\_

**EXACT LOCATION OF LOSS:** \_\_\_\_\_

**NATURE OF LOSS:** \_\_\_\_\_

**DESCRIBE LOSS/INJURY AND WHY YOU BELIEVE CITY IS RESPONSIBLE:**

\_\_\_\_\_  
\_\_\_\_\_

**NAME(S) OF ALL PERSON(S) INVOLVED:** \_\_\_\_\_

\_\_\_\_\_

**DAMAGES ALLEGED:** \_\_\_\_\_

\_\_\_\_\_

**AMOUNT OF TOTAL DAMAGES CLAIMED:** \_\_\_\_\_

This notice is directed to the City and the undersigned agrees to cooperate with the investigation into this matter and to provide all requested documentation in order to support the claim. The undersigned acknowledges that within ninety (90) days of the filing of a claim, the City or its agent shall notify the claimant in writing of its approval or denial of the claim. A claim is denied if the City or its agent fails to approve the claim in its entirety within ninety (90) days, unless the parties have reached a settlement before the expiration of that period.

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**