



TOWN *of* CLAY

NOTICE OF CLAIM

Please take notice that I _____ the undersigned, pursuant to the statutes in such cases made provided, do hereby make claim against the TOWN of CLAY, NEW YORK for the sum of _____ dollars (\$ _____) and in support of such claim to state the following:

1. My name is _____ and my post office address is

My phone number is: (_____) _____

My email is: _____

2. The claim is one against the Town of Clay, New York for _____

3. The time this claim arose and damages alleged were sustained on or about

_____, 20_____

4. The particular place of the sustaining of such damages was _____

5. The said damages for which claim is made arose in the following way: _____

I do solemnly swear and affirm that the information within this affidavit/claim is true to the best of my knowledge and respectfully request that this claim be allowed and paid by the TOWN OF CLAY.

Dated _____ 20_____. Signed _____

State of New York
County of Onondaga

Notary Public

This form must be returned to the TOWN CLERK'S OFFICE within 90 days from the incident.

Any supporting documentation such as photos and/or receipts should be attached and submitted with the claim.