

CITY USE ONLY
Claim No.
Date Filed:

NOTICE OF CLAIM FORM

Any notice of claim served upon the City of Beacon must be filed in accordance with NYS General Municipal Law §50-e and the City of Beacon Charter § 10.05. The City of Beacon does **NOT** accept facsimile or electronic service of a notice of claim form. *For more information, please see General Municipal Law § 50-e and City of Beacon Charter § 10.05.*

The City of Beacon makes no representation as to the suitability of this notice of claim form for your use or the validity of your claim. *Please see page 4 for more information.*

DELIVER TO: BEACON CITY CLERK
ONE MUNICIPAL PLAZA
BEACON, NEW YORK 12508

PLEASE TAKE NOTICE: The undersigned hereby makes a claim upon the City of Beacon, New York as follows:

NAME: _____

MAILING ADDRESS: _____

E-MAIL: _____

PHONE NUMBER: _____

YOUR ATTORNEY (if any): _____

YOUR ATTORNEY’S ADDRESS: _____

***If you choose to use this form, **ALL** three (3) pages of this form **MUST** be completed. *Please also read the disclaimer on page 4.*

For All Claims Please Include (if applicable/available):

- **Police/Incident Report(s).**
- **Photographs (e.g., of the accident, property damage, alleged defect, etc).**
- **Witness(es) contact information, sworn witness statements, etc.**
- **Paid invoices/receipts or estimates/quotes for repairs (provide at least two quotes if more than \$500).**
- **Statement of whether you have insurance to cover the alleged claim. If so, please provide: name of insurance company, whether this claim was reported to your insurance company; whether payment was made or is pending; amount of deductible.**

1. The time when the claim arose (specify date and time):

Date: _____, 20____ At/or about: _____ AM/PM

2. The location where and manner in which the claim arose (describe in detail):

3. The nature of the claim (describe in detail):

**4. The items of damage/injuries claimed to have been sustained so far (describe in detail)
(Per General Municipal Law § 50-e, DO NOT state the dollar amounts):**

5. Identify any City Employees who may have witnessed or were involved in your alleged claim (if applicable):

I certify that I have read the disclaimer on page 4 and all the information contained herein and/or affixed hereto is true and accurate to the best of my knowledge. I understand that the willful making of false statements of material fact herein may subject me to criminal penalties and civil liability.

DATE: _____

Signature

Printed Name

A notice of claim must be signed before a licensed notary public. The following page may only be completed by a licensed notary public.

STATE OF _____)
)ss:
COUNTY OF _____)

On the ___ day of _____, in the year ____ before me, the undersigned, a Notary Public in and for said State, _____ personally appeared, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that they executed the same in their capacity and that by their signature on the instrument, the individual acted, and executed the instrument.

Date: _____, 20____

Notary Public

{Please read the disclaimer on the following page}

NOTICE OF CLAIM DISCLAIMER

The City of Beacon (the “City”) provides this notice of claim form as a courtesy to its residents. The City makes no representations as to the suitability of this form for your specific claim. The City disclaims any and all liability for the outcome of any matters brought under the attached notice of claim form.

Pursuant to [New York State General Municipal Law §50-e](#) and [Beacon City Charter §10.05](#), prior to the commencement of an action against a municipality, public officer or public employee, a notice of claim must be served upon the City of Beacon. The notice of claim must be served on the Beacon City Clerk within a designated period of time, by personal delivery, or by registered or certified mail through the United States Postal Service. The City of Beacon does not accept electronic service/delivery of a notice of claim. Specific time frames must be consulted. You should consult the General Municipal Law and the City Charter to determine when a notice of claim must be filed. Failure to timely file a notice of claim may result in dismissal of any subsequent lawsuit you may file. All claims against the City for damages or injuries alleged to have been caused by the misfeasance or negligence of the City or any of its officers or employees shall be served upon the City Clerk within ninety (90) days of the event(s) giving rise to your alleged damages, accident, or injury.

The filing of a notice of claim with the Beacon City Clerk does not entitle to you any compensation and merely serves to place the City of Beacon on notice that you believe you may a claim against it.

The City is not able to provide any legal advice, guidance or representation in connection with the notice of claim form or any claims which you may or may not have against the City of Beacon.

You are not obligated to use this form and do so at your own risk.

YOU SHOULD CONSULT AN ATTORNEY