

INSTRUCTIONS FOR COMPLETING CITY OF KIRKLAND CLAIM FOR DAMAGES FORM

- Read these instructions before completing form.
- Type or print legibly using ink.
 - Installing a *FREE* Adobe Acrobat software may be required
- Fill out form completely on both sides
- Submit any available documents or evidence supporting your claim, such as medical records or bills for personal injuries, photographs, proof of ownership for property damages, receipts for property value, etc.
- If the requested information cannot be supplied in the space provided, please use additional blank sheets so your claim can be easily read and understood.
- The Claim for Damages form needs to be notarized; there are City staff available to notarize before submitting.
- Completed forms can be mailed to: City Clerk's Office, City of Kirkland, 123 Fifth Avenue, Kirkland, WA 98033-6189
- Completed forms can be hand-delivered to the Information Desk at Kirkland City Hall. Business hours are Monday - Friday, 8:00 a.m. – 5:00 p.m.
- Original form must be submitted. Faxed or electronic forms will not be accepted.
- Questions concerning the form or process can be directed to City of Kirkland, Safety/Risk Analyst at 425-587-3214.