



# CITY OF SCHERTZ

## Notice of Claim

### SUBMIT CLAIMS TO:

City of Schertz  
Attn: Risk Management  
1400 Schertz Parkway  
Schertz, TX 78154

*The Charter of the City of Schertz provides that written notice of claims for personal injuries or property damage must be given to the City within 45 days of occurrence.*

*Acceptance of a claim by the City does not constitute an admission of liability.*

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

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

\_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

Property Damage       Personal Injury      Total Amount Claimed: \$ \_\_\_\_\_

Date & Time of Incident: \_\_\_\_\_

Location of Incident: \_\_\_\_\_

Was there any construction in progress at this location?       Yes       No

Were police called to the scene of the incident?       Yes       No      Case #: \_\_\_\_\_

Describe incident: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Additional details regarding claim: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

List witnesses, including contact information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Attach copies of applicable bills, estimates, etc. Your claim will be investigated upon receipt.

**By signing this document you are confirming all statements are true and correct.**

Signature of Claimant: \_\_\_\_\_ Date: \_\_\_\_\_