

Notice of Claim Form



The Notice of Claim form must be filed within 90 days of the injury or property damage with:

Risk Management

City of Denton
601 E. Hickory, Ste. A
Denton, Texas 76205
RiskManagement@CityofDenton.com
Fax (940) 349-7803

Complete the below form in its entirety. An incomplete form may cause a delay in the processing of your claim.

Full Name:

Phone Number:

Mailing Address:

Email Address:

City:

State:

Zip Code:

The TOTAL amount of your claim against the City is \$

Please provide two (2) fully itemized estimates and/or bills, photographs, medical reports, police reports. If applicable fully itemized estimates of damages and/or repairs.

Was anyone injured? [] yes [] no

Provide the specific details of your claim against the City. Describe in your own words where, when, and how the damage or injury occurred. Provide the name, address and phone number(s) of other(s) involved, or witnesses of the incident, if known. Please provide a complete description of the damaged property including brand name, make/model, serial number, date of purchase, purchase cost, etc.

Date:

Approximate Time:

a.m. p.m.

Location:

NOTE: IF DAMAGE IS TO PROPERTY OR AN APPLIANCE, IT SHOULD BE PRESERVED AND AVAILABLE FOR INSPECTION.

Were there any witnesses? [] yes [] no If yes, please list name, address, and phone number(s).

Has this incident been reported to a City employee or department? [] yes [] no

If yes, please provide the name of the employee or department:

Has the Police Department been notified? [] yes [] no Report #, if available

I, _____, do hereby file a claim with the City of Denton for damages incurred to my property and/or person. I understand and acknowledge that the receipt of a Notice of Claim form against the City is not an admission by the City of liability for the alleged damage or injury, nor is it a promise to pay for the injury or property damage.

I understand that my claim will be received by the City of Denton's Risk Management Team for investigation. I further understand that the City of Denton does not have liability insurance and a determination whether the City will pay my claim will be based upon applicable laws, statutes, regulations, City standards of service and/or City ordinances and the facts surrounding my claim. The City of Denton's Risk Management Team will contact me directly as to the disposition of this claim.

ALL OF THE STATEMENTS MADE IN THIS CLAIM ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

Date: _____ Signature of Claimant: _____

Acceptance of this claim form is not an admission of liability. Your claim will be thoroughly investigated and a determination will be forwarded to you upon completion of this investigation. Our goal is to complete claims investigation within 30 days of a claim being presented to the City; however, time frames will vary greatly depending on the claim presented. Please note that the City of Denton holds immunities for some types of damages or injuries granted by various State and local laws. A few examples include:

Texas Civil Practice and Remedies Code, Chapter 101 (Texas Tort Claims Act)

- 1) Immunity for any property damage not caused by motor driven equipment
- 2) Immunity for damages caused by potholes and road hazards
- 3) Immunity for water and sewage line breaks caused by ground shifting or any cause outside of motor driven equipment
- 4) Immunity for wastewater line back-ups
- 5) Immunity for business interruptions, claims caused by water outages or construction
- 6) Damage caused by police or fire during the course and scope of essential job duties such as damage to doors, windows, or other items during forced entry events

Denton Municipal Electric Service Standards

- 1) Immunity for outages or lapses in power
- 2) Immunity for property damage such as damage to electronics or spoiled food caused by an outage
- 3) Immunity for business interruption caused by an outage

Commercial Solid Waste Agreement and Current Rate Ordinance

- 1) Immunity for pavement damage or deterioration cause by vehicles servicing waste containers
- 2) Immunity for damage to grease traps and oil water separators opened using hand tools

Texas Civil Practice and Remedies Code, Chapter 75 (Recreational use statute)

- 1) Immunity from injuries while using City recreation facilities including parks, playgrounds, pools, fields, splash pads, gyms, etc.

City of Denton Development Code, Chapter 7

- 1) Immunity for damages to items inside of a City easement