

Instructions:

A Notice of Claim for personal injury or property damage, asserting a claim against the Town of Yorktown, must be served on the Town at the following address, in person or by certified mail, return receipt requested. Improperly served claims will be rejected. Claims must be signed by the claimant and notarized. Emails and faxes are not accepted.

Address for Claims:

Town of Yorktown
Town Clerk
363 Underhill Avenue
Yorktown Heights, NY 10598

TOWN OF YORKTOWN
NOTICE OF CLAIM

1. Claimant Information:

Name: _____

Mailing Address: _____

Telephone: _____

Email Address: _____

Attorney Name and Address (if any): _____

2. Nature of Claim (check one or both):

☐ Personal Injury

☐ Property Damage

3. Date, time where claim arose: _____

4. Place where claim arose: **BE SPECIFIC:** If claim arose on a street, provide the name of the street, as well as the closest street address or identifiable point on the street (for example, "30 feet east of 810 New Road on the westbound side" or "New Road, 100 feet from the intersection of Main Street on the eastbound side").

5. Manner in which claim arose (what happened): _____

6. Description of items of damage or injuries claimed to have been sustained:

STATE OF NEW YORK)
)ss.:
COUNTY OF WESTCHESTER)

_____, being duly sworn, deposes and says that he/she is the claimant named above; that he/she has read the foregoing Notice of Claim and knows the contents thereof; that the same is true to the knowledge of the deponent, except as to the matters stated therein to be alleged on information and belief and that as to those matters, he/she believes it to be true.

Claimant's Signature: _____

Sworn to before me this _____ day of _____, 20____.

Notary Public