

Instructions:

A Notice of Claim for personal injury or property damage, asserting a claim against the Town of Glenville, must be served on the Town at the following address, in person or by mail. Claims must be signed by the claimant and notarized. Emails and faxes are not accepted.

Address for Claims:

Town of Glenville
Town Clerk
18 Glenridge Rd
Glenville, NY 12302

TOWN OF GLENVILLE
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 and time where claim arose: _____

4. Place where claim arose: _____

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

6. Description of items or injuries claimed (provide documentation):

7. Monetary amount requested (provide receipts if applicable):

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

_____, 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 the those matters, he/she believes it to be true.

Claimant's Signature: _____

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

Notary Public