

CITY OF EPHRATA
Claim for Damages

Chapter 4.96 RCW

To the registered agent of _____

Please take notice that (full name) _____

(Date of Birth / /)

Who now resides at _____

Daytime phone # _____

Who resided at _____ at the time of injury/damage.

Claim damages from Entity (in the amount of) \$ _____ arising out of the following circumstances: (Please answer the questions below)

What happened? _____

Where? (Provide as much detail as possible including street address.) _____

When? (date and time) _____

Persons involved/witnesses. (Include name & address.) _____

Accurately describe injury sustained or items of damage claimed. Itemize all expenses and losses. (Attach extra page if necessary) _____

Why is Entity responsible for this injury or damage? _____

Signed: _____ (Claimant or representative
authorized by RCW 4.96.020)

Being first duly sworn on oath, deposes and says that he/she is the above named
claimant; that he/she has read the foregoing Claim for Damages, knows the contents
thereof and believes the same to be true.

Subscribed and sworn to before me this _____ day of _____, 20_____.

Signature _____

Printed _____

Notary Public in and for the State of Washington

Residing at _____

My commission expires _____

City of Ephrata
Instructions for completion and presentation of Tort claim
RCW 4.96

1. Complete the Tort claim form maintained at office of registered agent as recorded at office County Auditor.

Registered agent: City of Ephrata
Office location: 121 Alder Street SW
Ephrata, WA 98823
Business hours: 7:30 a.m. to 4:00 p.m. Monday - Friday

2. Tort claim form must be typed or printed clearly in ink.
3. Provide all requested information and any available documents supporting your claim.
4. 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.
5. Sign by authorized party and have notarized.
6. Present properly completed and signed Tort claim form in one of the following manners:
 - A) Personal delivery to registered agent or authorized person in office of the registered agent during above business hours.
 - B) Deliver by registered mail to registered agent.
 - C) Deliver by certified mail (with return receipt) to registered agent.