

NOTICE OF CLAIM
(Section 16.1, Holland City Charter)

CLAIMANT INFORMATION

NAME _____ PHONE _____
STREET ADDRESS _____
CITY _____ STATE ____ ZIP _____

EXACT LOCATION OF INCIDENT – PLEASE BE SPECIFIC

DATE: _____ TIME: _____

EXACT ADDRESS / LOCATION (reference address, streets, buildings, etc.): _____

MANNER OF OCCURRENCE: _____

EXTENT OF DAMAGES AND CLAIMS: _____

ALLEGED ACTS OF NEGLIGENCE: _____

NAMES, ADDRESSES, PHONE NUMBER OF WITNESSES: _____

AMOUNT OF DAMAGES CLAIMED: _____

ADDITIONAL REMARKS: _____

PHOTOS, RECEIPTS, ETC. MAY BE ATTACHED

I hereby affirm that the information in this application is correct to the best of my knowledge.

Signature of Claimant or Representative (Must be signed in presence of Notary)

Notary – State of Michigan, County of _____ Acting in _____ County, Michigan

I certify this to be the original document. On this _____ day of _____, 20____.

Notary Name, Notary Public

My Commission Expires _____

TO BE FILLED IN BY CLERK'S OFFICE

Date Claim Filed _____ Person Accepting Claim _____

Notice to City of Claim for Injuries:

Section 16.1. The city shall not be liable in damages for injury sustained by any person, either to his person or property, by reason of the negligence of the city, its officers or employees, or by reason of any defective public works or public service improvement or facility, or by reason of any obstruction, ice, snow, or other encumbrance thereon unless, within sixty (60) days after such injury shall have occurred, such person or his representative shall serve or cause to be served upon the Clerk, a notice in writing which shall set forth substantially the time and place of such injury, the manner in which it occurred, the nature of the act or defect complained of, the extent of such injury as far as the same has become known, the names and addresses of the witnesses known at the time to the claimant, and a statement that the person receiving such injury intends to hold the city liable for such damages as may have been sustained by him. No person shall bring any action for injury to person or property arising out of any of the reasons or circumstances aforesaid, unless brought within the period limited by law from the time such injury was sustained, nor unless he shall have first presented to the Clerk his claim in writing and under oath, setting forth particularly the nature and extent of such injury and the amount of damages claimed by reason thereof, which claim shall be presented to the Council by the Clerk and the Council shall be given an opportunity to act thereon, either by allowing or refusing to allow the claim.

It shall be a sufficient bar and answer in any court to any action or proceeding for the collection of any demand or claim against the city, under this section, that the notice of injury and the verified proof of claim, as in this section required, were not presented and filed within the time and in the manner as herein provided.

Please return completed forms to: City of Holland
City Clerk's Office 270 River Avenue
Holland, MI 49423