

Dear Claimant:

Please find enclosed a City of Youngstown Claim form. Please complete and sign the form and **return it to the City of Youngstown Department of Law, 26 S. Phelps Street, Youngstown, Ohio 44503, Attention: Attorney J. Vivo.** It is important to note that the Law Department cannot begin an active investigation into your claim(s) until this form is completed and received by the Law Department.

If your claim involves automobile damages, you will need to submit the following documentation below:

1. A copy of the declarations page of your insurance policy.
2. Copy of estimates for repair or an itemized bill. Two estimates are requested for claims involving a motor vehicle.
3. Photographs of the damages to your vehicle or tire(s) and of the alleged defect that caused your damages.

Please send these items along with your completed form to the ***City of Youngstown Law Department, 26 S. Phelps Street, 4th Floor, Youngstown, Ohio 44503, ATTN: Attorney Vivo.*** The completed claims package can also be submitted via facsimile to (330) 742-8867 or electronically to jvivo@youngstownohio.gov.

Remember, your claim cannot be processed until the Law Department receives a completed claim form. **Claims processing can take up to 90 days or more. You will be contacted in writing as soon as your claim has been investigated and fully processed.**

CITY OF YOUNGSTOWN CLAIM FORM

Please fill out the form completely. Please attach copies of Declaration's page of your insurance policy, photos and any bills or estimates you have for the damages. Send your completed form to:

City of Youngstown Law Department

26 S. Phelps Street

Youngstown, Ohio 44503

PHONE: 330-742-8870

FAX: 330-742-8867

ATTN: Attorney J. Vivo

OR

Email to : jvivo@youngstownohio.gov

NAME

ADDRESS

CITY, STATE, ZIP CODE

TELEPHONE NUMBER

EMAIL ADDRESS

INCIDENT DATE, TIME

AND LOCATION

DETAILED DESCRIPTION OF INCIDENT:

SIGNATURE: _____