

CITY OF COMMERCE, CALIFORNIA

**CLAIM FOR DAMAGE OR INJURY
(Gov. Code §910)**

Return completed form to:

Human Resources
City of Commerce
2535 Commerce Way
Commerce, CA 90040
(323) 722-4805, Ext. 2266

PLEASE TYPE OR PRINT

- 1. Claims for death or injury to person or to personal property must be filed not later than six (6) months after the occurrence (Gov. Code §911.2).**
- 2. Claims for damages to real property must be filed not later than one (1) year after the occurrence (Gov. Code §911.2).**
- 3. Presentation of a false claim is a felony (Penal Code §72).**

Name and Address of Claimant: Telephone Number:

If Claimant is a Minor, Name and Address of Legal Guardian: Telephone Number:

Name of person, post office address and telephone number to whom notice of action on this claim shall be sent:

WHEN did damage or injury occur? (Give exact date & hour.)

WHERE did damage or injury occur? (Give exact location.)

HOW did damage or injury occur? (Give full details. Attach separate sheets, if necessary.)

IDENTIFY the name(s) of the public employee(s) causing the injury, damage or loss, if known.

WHAT ACTS OR OMISSIONS on the part of public employees, or dangerous or defective conditions, do you claim caused the injury or damage? (Give full details. Attach separate sheets, if necessary.)

WHAT DAMAGE OR INJURIES do you claim resulted?

WHAT SUM do you claim on account of each item or damage? Include the estimated amount of any prospective loss, insofar as it may be known at the time of the presentation of this claim, together with the basis of computation of the amount claimed. (Attach estimates or bills, if possible. If the amount claimed exceeds \$10,000.00, do not list dollar amount, but indicate if claim is a limited civil case.)

Names and addresses of witnesses, doctors and/or hospitals:

Other details: (Attach separate sheets, if necessary)

I declare under penalty of perjury under the laws of the State of California that the above is true and correct.

DATED this _____ day of _____, 20____

Claimant's signature