



Filing an Insurance Claim with the City of Gardiner

Begin the process by filling out the information on the reverse side of this form and sending it to:

City of Gardiner Finance Department
6 Church Street - Gardiner, ME 04345
Telephone # 207-582-4200
Fax # 207-582-6895
e-mail: finance@gardinermaine.com

Copies of your claim will be forwarded to the City's insurance carrier. You will receive a response within four to eight weeks, depending on the complexity of the claim. Please contact the Finance Department during this time with any questions.

Please be aware that there is no guarantee that the insurance company will find in your favor regarding your claim. Insurance claims against municipalities have specific standards to determine liability which are governed by Maine Law.

Claim Information

Claimant Name:	
Claimant Address:	
Phone or Cell #:	
E-mail Address:	
Date of Incident:	
Time of Incident:	
Location of Incident:	

Information on property damage: <small>(If to your vehicle, include the year, make, model, and license plate number)</small>	
Description of what happened:	
If applicable, City vehicle information: <small>(plate number, driver's name, type of vehicle)</small>	

Attach copies of estimates, repair bills, and pictures of the damage, if available. Use a blank piece of paper if more space is needed.

For City Use

Person receiving claim: _____ Date claim received: _____