



Clerk's Department  
Town of Wasaga Beach  
30 Lewis Street  
Wasaga Beach, ON L9Z 1A1 Tel:  
(705) 429-3844 ext. 2224  
Fax: (705) 429-6732  
[www.wasagabeach.com](http://www.wasagabeach.com)

## PROPERTY DAMAGE & PERSONAL INJURY CLAIM FORM (OTHER THAN VEHICLE)

**By accepting this form, the Corporation of the Town of Wasaga Beach  
(the "Town") does not accept liability.**

Public Inquiry Case #

Assigned Damage Claim #

### **INSTRUCTIONS TO CLAIMANT:**

If you experience damage to your property or sustain a personal injury, you are required to complete the following steps:

- **Step #1** – Confirm that your damage/personal injury is within the Town's jurisdiction.
- **Step #2** – Report the claim to your insurance company. Your insurer will review/process your claim and then collect from the Town, if we are legally at fault.

Do you have any insurance or warranty of any type under which such Damage may be recoverable?

YES

☐

NO

☐

If **YES**, did you contact your insurance company prior to submitting this Claim?

YES

☐

NO

☐

If **NO**, please explain why not?

The personal information on this form is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56 for the purpose of investigating the claim. The Corporation of the Town of Wasaga Beach (the "Town") will only disclose your personal information to staff and service providers who require the information to perform the investigation. Your personal information will not be shared with anyone else unless you provide written consent for such sharing or where the Town is compelled by law to do so. If you have any questions about the collection, use or disclosure, contact the FOI Office of the Clerks Department at the Town of Wasaga Beach at 30 Lewis Street, Wasaga Beach L9Z 1A1, Phone 705-429-3844



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- **Step #3** – Complete this Property Damage & Personal Injury Claim Inquiry Form and submit it together with all supporting documentation to our Clerk's Department **within 10 days** from the date of the incident. Staff will then log the damage claim into our tracking system and begin the formal review process.

**Personal Information:**

First Name:		Last Name:	
Current Address:			
City/Province:		Postal Code:	
Home Phone:		Business Phone:	
Cell Phone:		Email Address:	

**Incident Location Information:**

Incident Date:	MM		DD		YYYY		Incident Time:		a.m./p.m.
Precise location description (street address or landmark):									

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**Description of damage/personal injury:**

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Reason for damage to property/personal injury (*provide a brief explanation of how the damage/injury occurred*):

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Did the police attend  
the scene?

YES

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NO

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If YES, please provide the Police  
Report #:

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**Schedule of Loss:**

**Summary of Repair or Replacement Cost**

*(include all supporting photos, copies of invoices, receipts or estimates for repairs)*

**Total Amount Claimed  
(please provide breakdown)**

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I swear or affirm that the above information is true and correct to the best of my knowledge, information, and belief.

I understand that fraudulent claims cost all taxpayers and, for this reason, all fraudulent claims will be prosecuted to the full extent of the law.

I acknowledge that the Town's receipt and acknowledgement of this Form does not constitute acceptance of liability for any damage or loss sustained.

**Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

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