

# BOROUGH OF MONTVALE

## MAILBOX & POST DAMAGE NOTIFICATION FORM

It is the policy of the Borough of Montvale to reimburse residents up to \$75.00 for eligible damage to mailboxes from direct plow contact, pursuant to Montvale Code §§ 109-68 through -71.

NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
HOME PHONE \_\_\_\_\_  
CELL PHONE \_\_\_\_\_  
DATE OF DAMAGE \_\_\_\_\_  
TIME OF DAMAGE \_\_\_\_\_

IF THERE WERE WITNESS(ES) TO MAILBOX DAMAGE:

Witness(es)

Contact Information

Name \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

DAMAGE IS TO:

- ☐ MAILBOX ONLY
- ☐ POST ONLY
- ☐ BOTH

PLEASE PROVIDE A DESCRIPTION OF THE MAILBOX DAMAGE

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PLEASE ATTACH A RECEIPT FOR REPAIR TO YOUR MAILBOX. IN ADDITION, PLEASE ATTACH ANY EVIDENCE SUPPORTING YOUR CLAIM I.E. PHOTOS OR ANY OTHER EVIDENCE THAT YOU FEEL PROVES THE BOROUGH IS RESPONSIBLE FOR THIS DAMAGE. IF YOU HAVE A POLICE REPORT, PLEASE ATTACH.

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### Office Use Only

Approved: \_\_\_\_\_

Denied: \_\_\_\_\_

Amount Authorized: \_\_\_\_\_

By: \_\_\_\_\_

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

Title: \_\_\_\_\_

Reasons For Approval/Denial:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_