

INSTRUCTIONS FOR COMPLETING A CLAIM FOR DAMAGES FORM

In order to properly file a claim with the City of Grandview, you must first complete and submit the attached Claim for Damages form as required by law (RCW 4.96.020). The claim form must be completed and signed by the claimant. For verification purposes, the City requests that the claimant's signature be notarized. A notary public is available at City Hall. When completing the form, please provide all requested information and any available documents or evidence supporting your claim, such as medical records or bills for personal injuries, photographs, proof of ownership for property damage, receipts for property value, etc.

The completed claim form must be submitted to:

City of Grandview
City Clerk
City Hall
207 West Second Street
Grandview, WA 98930
PH: (509) 882-9200

Business hours: Monday through Friday from 9:00 a.m. to 5:00 p.m.

Once the claim form is received, it will be forwarded to the Washington Cities Insurance Authority for assignment to an adjustor for investigation.