PROCEEDURE FOR REPORTING CLAIMS AND ACCIDENT INVESTIGATION FOR THE CITY OF SOUTHAVEN, MISSISSIPPI

A thorough investigation of every claim is a key to the successful handling of them. The first step in the claim procedure is an accurate report of claim filed by the claimant with the City of Southaven. A report of claim shall be available at City Hall and can be picked up by a claimant during office hours. After being completed the report of claim shall be filed with the City Clerk, Sheila Heath, located at 8710 Northwest Dr. Southaven, Ms. 38671. The report of claim shall contain a full explanation as to how the accident happened, what caused the accident, and what the damages are. The claimant shall provide documentation of his damages by providing at least three estimates describing the nature and extent of the damages and the cost of repairs or replacement. In the case of personal injury the claimant shall provide documentation of medical expenses and medical reports from the treating physician. The City Clerk shall turn all claims over to the Claims Committee for investigation, review and recommendations to the Mayor and Board of Alderman for final adjudication as to approval or denial.

CITY OF SOUTHAVEN REPORT OF CLAIM

DATE	TIME	
CLAIMANT		
ADDRESS		
TELEPHONE NO	S S #	
DATE OF ACCIDENT_	TIME OF ACCIDEN	Т
DID THE ACCIDENT F PROPERTY DAMAGE	RESULT IN PERSONAL INJURY YES YES NO	S NO
	T OF INJURY OR DAMAGES: B) ESTIMATES OF DAMAGES	
		_
DATE CLAIM REPORT	TEDTO WHOM REPORT	TED
HOW DID ACCIDENT	HAPPEN	
WITNESS TO ACCIDE	NT (NAME)	
ADDRESS		

WHAT ACTION HAS BEE	N TAKEN?	
SIGNED	DATE	
CLAIMS COMMITTEE CO	MMENTS	
RECOMMENDATIONS		
SIGNED	DATE	
ACTION BY MAYOR AND	BOARD OF ALDERMEN:	
ORDER		
SIGNED	DATE	