

Please read carefully the instructions on the following page

## 1. Identification of the claimant

Surname		First name	
Address (number, street, apartment)			City
Province			
Postal Code	Main phone number	Other	Email

## 2. Incident

Date and hour of incident
<b>As per the <i>Cities and Towns Act</i>, the City must receive a written notice within 15 days following the incident, failing which the claim shall be <u>DISMISSED</u>.</b>
Location of incident
Police report n <sup>o</sup> , if applicable

## 3. Damages

<b>Type of damages :</b>			
Material damages <input type="checkbox"/>	Body injuries <input type="checkbox"/>	Other <input type="checkbox"/>	
<b>Cause of damages :</b>			
Sewer back-up <input type="checkbox"/>	Road condition <input type="checkbox"/>	Snow clearing operations <input type="checkbox"/>	
Pipe rupture <input type="checkbox"/>	Street reconstruction <input type="checkbox"/>	Other (specify) <input type="checkbox"/>	
<b>Damages to a vehicle :</b>			
Brand : _____	Model : _____	Year : _____	Color : _____
Repaired : yes <input type="checkbox"/> no <input type="checkbox"/>		License n <sup>o</sup> : _____	
<b>Description of damages (attach any exhibit) :</b>			

Amount claimed : \_\_\_\_\_ \$

## 4. Signature

Signature	Date
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## CLAIM PROCEDURE

When an incident occurs, any person who intends to claim damages from the Town of Sainte-Anne-de-Bellevue shall follow the procedures required by the *Cities and Towns Act*. The claimant's failure to meet the requirement of this Act, will result in the dismissal of the claim.

### **NOTICE OF CLAIM IN WRITING**

In order to be possibly compensated for a material loss, a body injury or other loss, the claimant must submit to the Town a notice of claim in writing within 15 days from the date of the incident, failing which the claim will be dismissed. If all the particulars of the claim cannot be transmitted within the mandatory delay of 15 days, the notice of claim still has to be submitted and the complementary information may follow later.

If a person intends to take legal action against the Town, no such action shall be instituted before the expiration of 15 days from the date of the service of the notice of the claim. The action shall be instituted within six (6) months after the day on which the incident occurred or the right of the action accrued, failing which the action will be dismissed.

The initial claim shall include the following information:

- Surname, first name, address and phone number of the claimant;
- Description of damages;
- Cause of damages;
- The date, the hour and the location where the damages occurred.

For additional information, please contact the office of the City Clerk at 514-457-6851.

### **SERVICE OF THE NOTICE OF CLAIM**

Send your notice of claim to:

City Clerk  
109, rue Sainte-Anne  
Sainte-Anne-de-Bellevue (Québec)  
H9X 1M2  
[info@sadb.qc.ca](mailto:info@sadb.qc.ca)