

# Property Damage Claim Form

## Claim Forms are under Supporting Documents Below:

### How Do I File a Claim Against the City of Mount Carmel?

- Requires completion of a claim form with written justification for the amount of your claim.
- Claims must be filed within six months following the incident.
- Be sure to fill out the form completely, as an incomplete form may delay processing of your claim.

Submit the original, signed claim form to the Office of the City Clerk:

By mail, or In person:

City of Mount Carmel  
City Clerk  
631 N Market St.  
Mount Carmel, IL 62863

### What Happens After I File a Claim?

- The claim form will be sent to Illinois Municipal League Risk Management Association our insurance provider who will investigate your claim.
- The Risk Management Association may request additional information concerning your claim; such a request is neither an admission of responsibility or liability nor a commitment to make any payment on the claim.

### What Are Possible Outcomes of Claims Review?

1. **Settlement offer:** The Risk Management Association may offer to settle your claim if the investigation concludes it is our responsible, and all information has been submitted.
2. **Formal Denial:** You will receive a formal denial letter if Risk Management Association has determined that the City is not responsible or at fault and will not pay any money in response to the claim. If your claim is denied and you wish to file a lawsuit against the City, you must do so within six months from the date the denial letter is placed in the mail.

If you do not receive a formal denial of your claim, you have two years from the date of the incident to resolve your claim or file a lawsuit.

**Who Should I Contact if I Have Questions About Filing a Claim?**

- If you have questions about your claim, contact the Risk Management Association.
- You may seek the advice of a private attorney at any time during the investigation and evaluation of your claim.
- The City Attorney is counsel for the City and cannot provide advice regarding the merits of your claim.

**Supporting Documents**

Claim Form 75.47 KB