

CLAIM INSTRUCTIONS

Please find enclosed a Village of Lansing Claim Form. Complete and sign the form, and return it to the Office of the Treasurer, Village of Lansing, 3141 Ridge Rd, Lansing, IL 60438 or email to financeteam@villageoflansing.org along with any supporting documentation. It is important to note that the Village of Lansing cannot begin an active investigation of your claim until this form is completed and received by the Village.

If a portion of the form does not apply to your particular situation, write Not Applicable or N/A.

If your claim is for automobile damages, you will need to submit the following documentation:

1. The completed claim form, signed and dated
2. Two (2) estimates of costs of repairs or an itemized repair bill.
3. For tire damage, you must submit the age of the tire and tread measurement. Tire tread measurements can be obtained from most service stations.
4. Police report, if applicable
5. Photos of the damages to your vehicle or tires and the alleged defect that caused your damages.

If your claim involves personal injury, include the following:

1. The completed claim form, signed and dated.
2. For Trip and Fall accidents you must include the nearest address of where you fell.
3. Copies of all medical reports including: doctor bills, hospital bills and pharmacy receipts.

If your claim is for property damages other than automobile, submit the following:

1. The completed claim form, signed and dated
2. An itemized list of property damages, including brand name, serial number, purchase date or age of item and purchase price.
3. Photos of damaged property and what allegedly caused the damage.

Please send your completed claim form and all requested items to the Office of the Treasurer, Village of Lansing, 3141 Ridge Road, Lansing, IL 60438 or email to financeteam@villageoflansing.org