



Town of North Attleborough Mailbox Damage Report

Name:		Address:	
Phone:		Email:	
Date Damage Occurred:		Date Reported:	
Description of Damage:			

The Town of North Attleborough will replace mailboxes damaged by the Town's snow and ice operations with a standard wooden post and mailbox, supplied and installed by the Town when weather permits, or will reimburse residents up to \$75 for replacement of mailboxes damaged by the Town's snow and ice operations. Non-standard mailboxes and enclosures placed within the public Right of Way are at the owner's risk and responsibility and will not be replaced in-kind.

For a resident to receive a reimbursement for their mailbox they must complete a Mailbox Damage Report Form and the Town must verify that the mailbox has been damaged by snow and ice operations of the Town. Replacement and reimbursement requests are due no later than two weeks from the date of the incident. Copies of all receipts must be included for reimbursement up to \$75.00. The Department reserves the right to make minor repairs to standard mailboxes and/or posts in lieu of reimbursement.

<input type="checkbox"/>	I authorize North Attleborough Department of Public Works to repair or replace the mailbox.
<input type="checkbox"/>	I prefer reimbursement of up to \$75. I understand that NA DPW must make an inspection before repair or replacement is made and that a completed W9 form and receipt for repair/replacement must be provided before reimbursement will be issued.

Signature: _____

To be completed by North Attleborough DPW:

Date Inspected:		<input type="checkbox"/> Approved (Damaged By Plow)
Inspected by:		<input type="checkbox"/> Not Approved (Not Damaged By Plow)
Findings:		

Signed: