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## MAILBOX DAMAGE REIMBURSEMENT REQUEST FORM

Please return signed form by email to [mmain@emmetcrc.org](mailto:mmain@emmetcrc.org), by fax (231) 347-5787, or deliver to the Road Commission office at 2265 E. Hathaway Rd, Harbor Springs, MI 49740.

The Emmet County Road Commission will reimburse property owners for mailbox damages **only if the damage was caused by the box or post being physically struck by Emmet County Road Commission equipment. We do not reimburse if the damage is the result of snow or debris hitting the mailbox.** When your request is received a foreman will investigate and determine whether the reported damage was caused by direct impact from our equipment or from thrown snow or debris. In some cases, the property owner may be asked to deliver the damaged items and/or provide photos for review.

To whom it may concern:

I, \_\_\_\_\_, hereby certify that my mailbox installation was struck  
(PRINT NAME)

by Emmet County Road Commission equipment and that the damage was not caused by other persons or causes

at: \_\_\_\_\_  
(LOCATION – COMPLETE ADDRESS)

on or about: \_\_\_\_\_ . I am requesting compensation for damages to (check one)  
(DATE OF OCCURANCE)

- box only (if approved, payment of \$30.00)     post only (if approved, payment of \$20.00)    OR  
 box and post (if approved, payment of \$50.00)

If approved, I agree to accept the amount offered as full compensation for any and all claims against the Road Commission for this incident and, if required, will turn in the damaged property (or submit photos) as evidence.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

### EMMET COUNTY ROAD COMMISSION USE ONLY

Received by (Foreman): \_\_\_\_\_ Date received: \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_