



# Town of Hillsborough Claim Form

Your name(s): \_\_\_\_\_  
\_\_\_\_\_

Phone (day): \_\_\_\_\_  
Phone (eve): \_\_\_\_\_

Address: \_\_\_\_\_

Mailing address if different: \_\_\_\_\_  
\_\_\_\_\_

Date of loss/accident: \_\_\_\_/\_\_\_\_/\_\_\_\_

Approximate time: \_\_\_\_\_ a.m. / p.m.

Location of loss/accident: \_\_\_\_\_  
\_\_\_\_\_

Briefly explain how loss/accident occurred: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If known, provide name(s) of employee(s), contractor(s), and vehicle license plate number(s) causing accident: \_\_\_\_\_  
\_\_\_\_\_

Claim is for the following item(s). *(Please attach estimates or invoices, if available.):*

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
Total	\$ _____

List attachments:

1. _____	4. _____
2. _____	5. _____
3. _____	6. _____

Claimant's signature: \_\_\_\_\_  
\_\_\_\_\_

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

(over)

# **Town of Hillsborough Claims Process**

In accordance with California Government Code, claims resulting from damage to personal property, personal injury or death must be submitted within six months of the loss, injury or accident. Claims concerning real property must be submitted within twelve months of the loss.

Claims may be submitted by mail or in person to:

**City Clerk  
Town of Hillsborough  
1600 Floribunda Avenue  
Hillsborough, CA 94010**

**Town Hall is open Monday through Thursday  
from 7:30 a.m. to 5:30 p.m.  
and Fridays from 7:30 a.m. to 12:30 p.m.  
Closed on holidays.**

All claims against the Town are forwarded to the Association of Bay Area Governments (ABAG), which provides third party administration services for the Town. ABAG will investigate all claims and make recommendations to the City Council. Typically a claims examiner will send the claimant a letter acknowledging receipt of the claim within two weeks.

If a claim is insufficient it will be returned with a notice stating specifically why it is insufficient.

If the Town does not take any action on a claim, the claimant has two years from the date the claim was submitted in which to file a lawsuit. However, if the claim is rejected by the City Council, the statutory limit for filing a lawsuit is reduced to six months. The rejection of claims is published on the City Council's agenda, which is publicly posted at Town Hall. Claimants receive a written notice of the rejection.

Questions regarding claims should be directed to:

**City Clerk  
Town of Hillsborough  
1600 Floribunda Avenue  
Hillsborough, CA 94010  
650/375-7412**