



# Claim Against the Town of Hillsborough

## Claim Form

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

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

Address where notices should be sent, if different: \_\_\_\_\_

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

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

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. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

Claimant's signature(s): \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_ Date: \_\_\_\_\_

## 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 must be mailed or hand-delivered or emailed to:

**City Clerk**  
**Town of Hillsborough**  
**1600 Floribunda Avenue**  
**Hillsborough, CA 94010**  
[lnatusch@hillsborough.net](mailto:lnatusch@hillsborough.net) \*

**Town Hall Business Hours:**  
**Monday – Thursday: 8:00 a.m. to 5:00 p.m.**  
**Friday: 8:00 a.m. to 12:00 p.m.**  
**Closed on holidays**

*\* If the claim is submitted electronically, the claimant provides consent to accept electronic service of notices related to the claim.*

All claims against the Town are forwarded to the PLAN JPA, which provides third-party administration services for the Town. PLAN JPA 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 and on the Town website. 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**  
**650-375-7421**