City of Geneva
Mailbox Reimbursement Form

Any such reimbursement of cost to the owner of a damaged mailbox shall be made only upon the presentation of satisfactory evidence of sales receipts for materials used in such repair and replacement attached to this Mailbox Reimbursement Form. All labor or cost of labor to install or re-install said mailboxes shall be the responsibility of the owner of the mailbox. All claims of the damaged mailboxes caused by the snow removal must be presented to the Public Works Department within 30 days of the date of the incident. If the claims do not fall within the 30 day period, the City will not be responsible for repairs, replacements, or reimbursements.

Resident Information	
Name:	
Address:	
Phone Number:	
Email:	
Date Damage Occurred:	
Reimbursement Amount (up to $75):	
Signature:	Date:

PLEASE ATTACH A COPY OF THE SALES RECEIPT TO THIS FORM

Office Use Only		
Date Received:		
Date Inspected:	Employee Name:	
Date Installed:	Employee Name:	
Budget Code:		
Supt. Signature:		Date:

Print

Clear

City of Geneva
Public Works Department
1800 South Street
Geneva, IL 60134
(630) 232-1502