

**NOTICE OF CLAIM  
AGAINST THE CITY OF WYLIE**

**PERSONAL INJURY – PROPERTY DAMAGE**

File this claim within 180 days of the injury or property damage with:

**CITY SECRETARY'S OFFICE/CITY OF WYLIE  
300 COUNTRY CLUB ROAD  
WYLIE, TEXAS 75098  
972.516.6020**

Please complete both pages of this form.

PLEASE PRINT FULL NAME		PHONE NUMBER(S) Business: Home: Cell:	
MAILING ADDRESS		CITY, STATE AND ZIP CODE	
Property Damage    Yes ___ No ___		Bodily Injury            Yes ___ No ___	
Vehicle Damage    Yes ___ No ___ Make: _____ Model: _____ Year: _____ VIN: _____		Self: _____ Other: _____	

<b>Amount of Claim (Attach estimates or invoices to this form): \$</b>
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Describe in your own words WHERE, WHEN and HOW the damage or injury occurred. Give names and addresses of any others involved, if known.

WHERE Location:		
WHEN Date:	Approximate Time:	<input type="checkbox"/> AM <input type="checkbox"/> PM

HOW: Describe details of your claim(s) for damages against the city
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Witness list, including full name and contact phone numbers:

If Vehicle Damage was marked yes, the Make, Model and Year of the Vehicle must be submitted:

THIS FORM MUST BE SIGNED AND DATED AS ACKNOWLEDGEMENT THAT ALL OF THE STATEMENTS MADE IN THIS CLAIM ARE TRUE AND CORRECT TO THE BEST OF YOUR KNOWLEDGE:

\_\_\_\_\_

Date Signature of Claimant

**Home Rule Charter Article XI, Section 8 of the Wylie City Charter:** “Before the City shall be liable for any claim for damages for death or personal injuries of any person or for damages to property, the claimant or his authorized representative shall notify the City Secretary of the City of Wylie. The Notification shall be in writing and shall state specifically how, when and where the death, injury or damage occurred; the amount of loss claimed; and the identity of any witnesses upon whom it is relied to establish the claim. The Notification shall be filed within 180 days of the date of injury or damage or, in the case of death, within 180 days of the date of death. The failure to so notify the City...shall exonerate, excuse and exempt the City of any liability whatsoever. No action at law shall be brought against the City until at least 60 days have lapsed since the date of notification.”

**YOU MAY SUBMIT THE COMPLETED CLAIM FORM ONE OF THREE WAYS:**

- 1. **Mail to:** City of Wylie  
Attn.: City Secretary’s Office  
300 Country Club Road  
Wylie, Texas 75098

OR

- 2. **Fax to:** 972-516-6026

OR

- 3. **Email to:** [citysec@wylietexas.gov](mailto:citysec@wylietexas.gov)