

**DAMAGES FOR DEFECTS IN WAYS  
(MGL Chapter 84, Sections 15 thru 27A)**

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

Town Clerk  
Town House  
Southborough, MA 01772

I, \_\_\_\_\_ of \_\_\_\_\_  
(please print full name) (address)

\_\_\_\_\_ hereby request that the Town of Southborough  
pay the sum of \$ \_\_\_\_\_ as the total settlement of my claim for damages sustained to my  
body and property described as follows: \_\_\_\_\_  
\_\_\_\_\_

Further, I affirm that the cost **attached** is for damages incurred solely because of the incident  
described below:

Location of incident: \_\_\_\_\_  
Date and time of incident: \_\_\_\_\_  
Description of circumstances: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PROPERTY DAMAGED:**

- Mailbox \_\_\_\_\_
- Fence \_\_\_\_\_
- Vehicle \_\_\_\_\_

\_\_\_\_\_ [Year] [Make] [Model]  
 Other: \_\_\_\_\_  
\_\_\_\_\_

Further, I affirm that I exercised proper care and diligence and that the damage sustained was not  
caused by any negligence or want of reasonable care and diligence.

\_\_\_\_\_  
(Signature)

Telephone \_\_\_\_\_

Email \_\_\_\_\_

**Pot hole claims fall under the Road Defect Law in Massachusetts (Chapter 84). These claims must be made in writing within 30 days of the incident.**