

**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.