



City Clerk

City of Snoqualmie

P.O. Box 987, Snoqualmie, Washington 98065

www.snoqualmiewa.gov

(425) 888-8016

How to Submit a Claim for Damages

If you have been injured or your property has been damaged and, in your opinion, you believe the City of Snoqualmie may have a responsibility to you, a completed [Claim for Damages](#) form is required.

Your completed form must be filed with the City's Designated Agent. The City Clerk has been appointed the Designated Agent for receiving Claims for Damages against the City made under RCW Chapter 4.92.010.020.

Submittal of a Claim for Damages does not guarantee payment by the City or its insurance carriers. An investigation by a Claims Adjuster will be made into the incident to determine if the City has any liability as determined by applicable laws.

If it is determined that the City has a responsibility to you, the amount of the claim payment is based on the level of City liability, the level of your liability (if any), and the depreciated value (not replacement value) of the property damaged.

Claims Adjusters representing the City's insurance carrier usually conduct investigations into Claims for Damages. You may be contacted by either Washington Cities Insurance Authority (WCIA) or Evergreen Adjustment Services depending on the type of claim. These investigations will be conducted as expeditiously as possible.

For questions, please contact the City Clerk at cityclerk@snoqualmiewa.gov or by calling 425-888-8016.