



## **RISK MANAGEMENT**

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### **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 Claim for Damages form is required to be completed for the City to determine its level of responsibility to the claimant.

A Claim for Damages form can be obtained by visiting the City website at [www.snoqualmiewa.gov](http://www.snoqualmiewa.gov) on the City Clerk page.

A Claim for Damages form must be completed, signed, notarized, and filed with the City's designated agent. Reina McCauley, Risk Management Officer, 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 its 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.

Please contact Reina McCauley via email at [rmccauley@snoqualmiewa.gov](mailto:rmccauley@snoqualmiewa.gov) via cell phone at (425) 505-3930 or via office at (425) 831-1888 x 1123.