



## **INSTRUCTIONS FOR FILING A CLAIM WITH CITY OF THOUSAND OAKS**

(Please type or print clearly all of the information requested below with a ballpoint pen.)

The following provides specific instructions for completing each section of the Claim Form:

1. Name, Mailing Address and Telephone Number of Claimant(s).  
State full name, mailing address and telephone number of the person(s) claiming damage or injury.
2. Email.  
Provide email address of the person(s) claiming damage or injury. This address will be used to acknowledge receipt of claim by the City.
3. Dollar Amount of Claim.  
State the total amount being claimed as a result of any alleged damage or injury. If damage or injury is continuing, or is anticipated in the future, indicate by writing a plus sign “(+)” following the dollar figure.
4. Official Notices and Correspondence.  
Provide the name and mailing address of the person to whom all correspondence should be sent, if other than the Claimant. This official contact person can be either the Claimant, or a representative of the Claimant.
5. When Did Damage/Injury Occur?  
State the exact month, day, year and time the incident occurred. Under state law, claims relating to causes of action for death or for injury to a Person or for damage to personal property or growing crops must be presented to the City no later than six months after the incident date.

If you are filing a claim beyond the six-month period, an *Application for Leave to Present a Late Claim* must also be included with your claim. An *Application for Leave to Present a Late Claim* is your written explanation of the reason(s) why the claim was not filed within the six-month period. In considering the claim, the City will first decide whether or not the *Application for Leave to Present a Late Claim* should be granted or denied. (See Government Code Section 911.4 for the legally acceptable reasons a claim may be filed late).

### **ONLY IF LEAVE TO PRESENT A LATE CLAIM IS GRANTED, WILL THE CITY CONSIDER THE MERITS OF THE CLAIM.**

Claims relating to any cause of action other than those for death or injury to a person, or for damage to personal property, must be presented no later than one year after the incident date. (GOVERNMENT CODE SECTIONS 911.2 and 911.4)

6. Location of Incident.  
Include the city, county and street address of occurrence.
7. Presenting Facts on How Incident Occurred.  
Provide in FULL detail the circumstances that led up to the incident. Identify ALL FACTS which support the claim. Include the name of the agency and/or employee that allegedly caused the damage/injury, as well as a specific identification as to any

condition of public property that allegedly caused the incident.

8. Describing the Damage/Injury and How Amount of the Claim was Computed.  
Provide in full detail a description of the damage/injury that allegedly resulted from the incident. Provide a breakdown of how the total amount that is being claimed was computed. Expenses incurred and/or future anticipated expenses may be declared. Attach to the claim copies of all bills, payment receipts, any photos of scene, damage, etc. **ANY CLAIMS FOR DAMAGE TO A VEHICLE MUST BE ACCOMPANIED BY TWO ESTIMATES AND PHOTO(S) OF DAMAGE.** If you need more space, please write on the back of the Claim Form or separate piece of paper.

9. Signature.  
The Claim Form must be signed by the Claimant, or by the attorney or representative of the Claimant. The City will not accept the Claim without a proper signature. GOVERNMENT CODE SECTION 910.2 PROVIDES: "The claim must be signed by the claimant or some person on his/her behalf."

Provide all information you wish the City to consider. You will not be contacted for additional information. **As of March 18, 2019, the City will accept electronic copies of Claim Forms.** Please submit original Claim Form or electronic copy and supporting documentation to the City Clerk Department at the following address:

City of Thousand Oaks  
City Clerk Department  
2100 E. Thousand Oaks Blvd.  
Thousand Oaks, CA 91362

OR

[cityclerk@toaks.org](mailto:cityclerk@toaks.org)

ANY CLAIM PRESENTED WITH INSUFFICIENT INFORMATION WILL BE RETURNED WITH NO ACTION TAKEN BY THE CITY (GOVERNMENT CODE SECTIONS 910, 910.2, 910.4, and 910.8.)

We will analyze your claim based on the information you submit with the claim form. However, if you have additional information which you wish to be considered, you may email it to [tgiles@toaks.org](mailto:tgiles@toaks.org). Submitting additional information after submitting the claim form is not part of the official claim and may not be relied upon.

All claims will be investigated by City staff. State Law allows the City Council 45 days to respond to your claim. You will be notified in writing of the City Council's action or inaction in 45 days.