

# CITY OF VINTON

## MAILBOX REPLACEMENT REQUEST

Note: City of Vinton policy states that the City will reimburse a property owner \$20 for a mailbox where an internal investigation finds that the mailbox was damaged during snow removal operations.

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

Name of Property Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Work Telephone: \_\_\_\_\_ Home Telephone: \_\_\_\_\_

Date/Time of Loss: \_\_\_\_\_

\_\_\_\_\_

Details of Loss: \_\_\_\_\_

\_\_\_\_\_

=====

### To be completed by City Coordinator:

Results of Investigation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

By Whom: \_\_\_\_\_ Date: \_\_\_\_\_

Owner Reimbursed:     Yes     No

Owner Notified:         Yes     No

Telephone                 Letter                       In person

By whom: \_\_\_\_\_ Date: \_\_\_\_\_