



**NOTICE OF CLAIM  
(Property damage)**

RESERVED TO THE MUNICIPAL ADMINISTRATION	
File number :	
Reception date :	
Denunciation period :	
Limitation period :	

**IMPORTANT**

In order to obtain compensation for material damages, the claimant must send a written **notice of claim** to the Town of Rosemère's Legal Services and Town Clerk's Office within **fifteen (15) days** of the date of the event, failing which the claim will be rejected (article 585 of the Cities and Towns Act).

The form can be e-mailed to: [greffe@ville.rosemere.qc.ca](mailto:greffe@ville.rosemere.qc.ca)

**By mail or in person:**

Legal services and Town Clerk  
Town Hall City of Rosemère  
100, Charbonneau Street  
Rosemère (Québec) J7A 3W1

***Required information***

CLAIMANT IDENTIFICATION	
First name:	Surname:
Address:	
Phone:	E-Mail:
DESCRIPTION OF THE EVENT	
Exact date and time of the event:	
Location (exact address if possible or other identifying information):	
Amount claimed (\$):	
Description of the <b>CAUSE</b> of damage:	
Description of <b>DAMAGES</b> :	
<i>Description of accompanying documents (pictures, invoices, estimates, etc.):</i>	
SIGNATURE OF CLAIMANT	
Signed at (place):	Date:
Name (in block letters):	
Signature:	