



# LOWER NAZARETH TOWNSHIP

623 MUNICIPAL DRIVE  
NAZARETH, PA 18064  
TELEPHONE: 610-759-7434  
FAX: 610-746-3317

## MAILBOX DAMAGE REQUEST FOR REIMBURSEMENT

It is the Township's policy to reimburse property owners, *up to \$75*, for mailbox damage, only when the mailbox is actually damaged by the plow or truck. No reimbursement will be paid when damage occurs from snow discharge by the plow. We will evaluate each occurrence of mailbox damage individually.

Please report the damage to the mailbox within 48 hours following the end of the inclement weather event, which the damage allegedly occurred.

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

Address: \_\_\_\_\_ Phone# \_\_\_\_\_

Time Received: \_\_\_\_\_

Date of Incident: \_\_\_\_\_ ☐ Photographs provided

Details of Incident: \_\_\_\_\_  
\_\_\_\_\_

Complaint Received By: \_\_\_\_\_

Routing: ☐ Accounting ☐ Manager ☐ Public Works

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### DISPOSITION

☐ No reimbursement will be made

☐ Damage warrants reimbursement

Comment: \_\_\_\_\_  
\_\_\_\_\_

Complaint investigated by: \_\_\_\_\_ Date \_\_\_\_\_

Payment authorized by: \_\_\_\_\_ Date \_\_\_\_\_

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### PAYMENT INFORMATION

Date: \_\_\_\_\_ Check# \_\_\_\_\_ Amount \$ \_\_\_\_\_