



Please read the following instructions carefully before submitting your claim.

(1) You may use the attached **Notice of Claim Form** to file a claim or may choose to include all required information in a letter format. Your claim should be submitted to the City Secretary.

(2) The receipt of a claim is not an admission by the City of liability for the alleged damage or injury, nor is it a promise to pay for the injury or property damage. Your claim will be submitted to the Texas Municipal League Intergovernmental Risk Pool (TMLIRP). This is the insurance provider for the City of Levelland.

TMLIRP will contract with an adjuster to investigate your claim. The adjuster will contact you and come to see the damage. Based on the results of that investigation, TMLIRP will make a determination about the outcome of the claim.

(3) The receipt of proper documentation to substantiate your claim will allow the claims adjuster to quickly assess liability. The claims adjuster may ask you to provide:

(a) Medical reports/medical statements and itemization of charges;

(b) Fully itemized estimate of damages; and or repairs

(c) A complete description of damage property including

(d) Photographs (if available)

(e) Witness statements; and

(f) Police reports (if applicable).

4) Your claim is not considered submitted, nor proper notice received, unless the attached **Notice of Claim Form** is completed and signed, or unless the same information is submitted in a letter format.

Please submit your claim within 180 days of the injury and or property damage. All future correspondence will come from TMLIRP. Please note that, depending on the case load of the adjuster, it may take several weeks before you are contacted.

FREQUENTLY ASKED QUESTIONS

How is liability determined?

The claim adjuster assigned to the case will investigate to determine the City's liability and the amount of damages owed, if any.

State law provides immunities to cities in regards to liability for various types of activities. If it is determined the city may be liable, the claims adjuster will work with you to achieve an equitable remedy or settlement. If the results of TML's investigation into the facts and applicable laws results in no liability for the City, you will receive a letter stating that your claim has been denied.

What types of damage is the City of Levelland typically, not liable under the Law?

- Damage to your vehicle due to a pothole.
- Damage to your property due to a water break.
- Plumbing bills due to a clogged line.
- Waste Water back-ups.
- Glass/ Property damage due to road hazards.
- Weather related damage.
- Damages as a result of Police/Fire due to protection and control of operations.



NOTICE OF CLAIM AGAINST
CITY OF LEVELLAND

PERSONAL INJURY--- PROPERTY DAMAGE

Please print or type

Claimant Name: _____

Phone: (Home) _____ (Cell) _____

Mailing Address: _____

Describe in your own words, where, when and how the damage or injury occurred. Attach additional pages if needed. Give names and addresses of other involved and/or witnesses, if known. Attach legible copies of all medical reports, medical bills and/or estimates for repair of damages regarding this loss.

LOCATION/ADDRESS OF INJURY/DAMAGE: _____

DATE OF LOSS _____ APPROXIMATE TIME: _____

POLICE CASE NUMBER (If reported) _____

TOTAL amount of your claim against the City of Levelland: \$ _____

FILE THIS CLAIM FOR AN INJURY OR PROPERTY DAMAGE TO:
CITY OF LEVELLAND
OFFICE OF THE CITY SECRETARY
PO BOX 1010
1709 AVENUE H
LEVELLAND, TX 79336
FAX: 806-894-0119

The City of Levelland is insured by the Texas Municipal League. Your claim will be forwarded to them and they will conduct an investigation and make a determination regarding the city's liability in the claim.