



CEDARRIVER
WATER & SEWER DISTRICT

Cedar River Water & Sewer District Claim Form Instructions

(RCW 4.96.020)

1. Cedar River Water and Sewer District investigates and works to resolve claims filed by persons who allege that they have been damaged by the negligent acts of the District or its employees. To pursue a claim against the District, you must file a claim form with the District in the manner set forth below. After the investigation, we will provide a written response to your claim.
2. Please complete the attached form in its entirety, sign it and include any supporting documentation such as pictures, receipts, etc., with this form.
3. The original claim form must be delivered or mailed (regular mail, registered mail, or certified mail, with return receipt requested; any one will suffice) to General Manager Sean Bauer at the District office:

**Cedar River Water & Sewer District
18421 S.E. Petrovitsky Road
Renton, WA 98058**

**Office Hours: Monday - Friday
8:00 a.m. - 4:30 p.m.**

4. Only completed and signed paper forms will be accepted.

Forms submitted by e-mail, fax or other electronic means are not acceptable and will be rejected.

Cedar River Water & Sewer District Claim Form

Claimant Name: _____ Date of Birth: _____

Claimant Address: _____

Claimant Phone Number: _____ Alternate Number: _____

Date of Incident: _____ Time of Incident: _____

Location of Incident: _____

To Whom Reported: _____

Type of Incident: Sewer Water Personal Property Other

Description of conduct or circumstances that resulted in injury or damage:

Description of injury or damages:

List names of all witnesses or other persons involved, including contact information:

Statement of damages being claimed, including supporting documentation:

I declare under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct and that all documentation submitted herewith results from the subject event.

Signature

Date