



Date: _____

Contract No.: _____ Reg. No.: _____

Project Description: _____

Borough: _____ Contractor: _____

Complainant's Name: _____

Complainant's Address: _____

Complainant's Phone: AM () PM ()

Nature of Property Damage/Claim: _____

Multiple horizontal lines for describing the nature of property damage/claim.

Under the terms of the contract, the Contractor is responsible for the repair of any proven property damage and restoration of the construction area, including sidewalks and curbs, to at least the condition that existed prior to the start of construction.

As a protection for the City of New York and the property owners along the route of the construction, pre-construction photographs are taken. The contract requires the Contractor to maintain property damage and liability insurance coverage until the completion of all work.

You are advised to inform the Contractor and the Resident Engineer of any property damage claim you may have, and if the Contractor fails to respond within 10 business days, you should inform the DDC Borough Director in writing to the address indicated below.

Important: In order to reserve your right, please be advised you must file your claim with the New York City Comptroller's Office within 90 days of the date of occurrence. Claim forms are available at the Comptroller's website, see link below:

<http://comptroller.nyc.gov/services/for-the-public/claims/file-a-claim/>

Contractor's Contact Name: _____
Contractor's Contact Phone No.: _____
Contractor's Name: _____
Contractor's Address: _____
Borough Director's Name: _____
Borough Director's Address: _____

Copy To: Complainant, Contractor, Borough Director, D.D., E.I.C., R.E.