

LAKE TOWNSHIP MAILBOX DAMAGE COMPLAINT/REPLACEMENT PROCEDURE

Date complaint filed - _____

Name of Complainant - _____

Address - _____

Phone Number - _____

Damage to this mailbox occurred at approximately _____ AM/PM, on
_____, 20____, due to the following reasons:

Current condition/location/status of mailbox: _____

The complainant was informed of the following procedure:

1. A report must be submitted to the Road Department or Board of Trustees (in writing or by phone) within three (3) days of the mishap, unless there are extenuating circumstances prohibiting notification within the 3-day period.
2. **THE DAMAGED MAILBOX MUST BE MADE AVAILABLE TO THE TOWNSHIP FOR INSPECTION.** If upon inspection it is determined, by the Road Superintendent or his representative, the damage was a result of the snowplow striking the mailbox, the box will be replaced by the same type of mailbox that was damaged. If the mailbox is a specialty item (i.e. one that cannot readily be purchased by the Township at a local store) the resident, **UPON APPROVAL FROM THE ROAD SUPERINTENDENT OR HIS REPRESENTATIVE**, will be instructed to purchase his/her mailbox and submit a receipt for the same to the township.
3. The Township will not be held responsible for any damage to a mailbox that is not installed in accordance with postal regulations.
4. In the event the mailbox is so severely damaged as to make mail delivery impossible, the Township will install a temporary mailbox to be used during the inspection and review of each mailbox damage complaint, to assure uninterrupted mail service to the residence.

TAKEN BY: _____

or

SIGNATURE OF COMPLAINANT
(if applicable)