

## Property Damage Procedure

Whenever there is damage to any type of city property, you must notify the clerk as soon as possible. The following list is NOT all inclusive:

- Vehicles
- Buildings
- Equipment
- Traffic lights and Signs
- Curbs/concrete
- Parks buildings, fixtures, bathrooms
- Lights/Light poles
- Fire Hydrant
- Fire Hose
- Park benches
- Bike racks

This would include a hit and run, accelerated deterioration, graffiti, etc. There is NO dollar limit for reporting, all damage should be reported.

This allows for us to either notify our insurance company to aid with costs associated or to contact the person who did the damage and/or their insurance company for reimbursement costs.

IF there is a police report, the Police Department is to send to the Clerk's office and the Administrator.

Once notification has been made, you will be required to gather invoices, number of hours needed for repair/replace, the employee hourly rate for work performed and any details of the repair. The details should be ticketed in Facility Dude.

These notifications must be made as reasonably close to the incident by filling out the attached form and emailing to the Clerk and/or Administrator.

Austyn Zarda | City Clerk  
715-365-8600 | [clerk@rhinelanderwi.us](mailto:clerk@rhinelanderwi.us)

# PROPERTY DAMAGE NOTIFICATION FORM

Date of Notification:

Type of Property damaged:

(example- light pole damaged would include pole, electrical, signs attached to light pole, concrete base and full foundation, you get the drift)

Where is the property located (address/intersection)?

Date of damage:

Police Report? Yes No Number:

Work Order? Yes # \_\_\_\_\_ No, reason:

Estimated timeframe for repair: (example: Approximate # days - # months)

# \_\_\_\_\_ Days # \_\_\_\_\_ Months # \_\_\_\_\_ Years  unsure

Estimated cost of damage:

Name and department of person making notification:

Phone contact:

Email:

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[Email Form](#)