



LOWER NAZARETH TOWNSHIP

306 BUTZTOWN ROAD
BETHLEHEM, PA 18020
TELEPHONE: 610-759-7434
FAX: 610-746-3317

MAILBOX DAMAGE REQUEST FOR REIMBURSEMENT

It is the Township's policy to reimburse property owners, *up to \$25*, for mailbox damage, only when the mailbox is actually damaged by the plow or truck. No reimbursement will be paid when damage occurs from snow discharge by the plow. We will evaluate each occurrence of mailbox damage individually.

Complainant: _____ Date _____

Address: _____ Phone# _____

Time Received: _____

Date of Incident: _____ Photographs provided

Details of Incident: _____

Complaint Received By: _____

Routing: Accounting Manager Public Works

DISPOSITION

- No reimbursement will be made
 Damage warrants reimbursement

Comment: _____

Complaint investigated by: _____ Date _____

Payment authorized by: _____ Date _____

PAYMENT INFORMATION

Date: _____ Check# _____ Amount \$ _____