



# TOWN OF GREECE

One Vince Tofany Boulevard • Greece, NY 14612

Tel: (585) 225-2000 • Fax (585) 723-2459

www.greecenyny.gov

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Supervisor

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The following information is provided to assist you in determining whether or not to file a claim against the Town. Please be advised that the law only allows the Town to pay only for damages cause as a direct result of the Town operations. Also, the Town can pay only to repair or replaces damaged property with comparable materials. For these reasons, accurate and honest estimates or repair bill are essential, and should be obtained from a reputable source.

NOTE: The Town is not required to pay for damages resulting from a defect in a street or sidewalk (such as a pothole or a crack) unless the Town Clerk or Superintendent of Highways was notified of the specific defect in writing before the damage occurred, and had a reasonable opportunity to repair the defect.

To make a claim for damage (including personal injuries) against the Town of Greece, NY, Section 50-e of the General Municipal Law and requires you to take the following steps within **90 days of the incident**:

- 1.) You must present a notarized statement of your account of the incident to the Town of Greece. Your statement must be sent by **CERTIFIED or REGISTERED MAIL or SERVED DIRECTLY** on the Greece Town Clerk:

Greece Town Clerk  
Town of Greece  
One Vince Tofany Blvd  
Greece, NY 14612

If you choose to serve the Town Clerk in person, please call (585) 723-2341 to arrange for a meeting.

- 2.) Your letter must contain:
  - a. Your name, address and phone numbers as well as your attorney's name and address, if you are being represented by an attorney.
  - b. Specific time, date and place of incident are essential. E.g. "broken sidewalk in front of 30 English Rd" not a general street reference of "English Rd" would be specific.
  - c. Describe the damage or injury, and explain how the incident occurred. If property damage is involved, describe the property. Also, an estimated value for damages is to be included in your claim. If this is a motor vehicle incident, please provide license plate number and state of registration as well as the registered owner of the vehicle.
- 3.) Your signature on the letter must be witnessed by a **NOTARY PUBLIC OR COMMISSIONER OF DEEDS**. (Most banks provide Notary Public service.)

Although not required, it would help us handle your claim if you included the following information, if possible.

  - a. Itemized bills and estimates if available, or any other evidence that supports the amount of your damage. Send what you have within **ninety (90) days**. **Do not wait beyond ninety days to send your claim letter, even if you do not have all of your bills.**
  - b. Names and addresses of witnesses.
  - c. Dates, name of Court, Judge and disposition of any court appearance related to this claim.