

Property Owner Instructions:

- The property owner must notify the South Heidelberg Township Manager within 24 hours of the damage.
- The property owner must send a photo of the damage so that the damage claim can be reviewed for authenticity.
- Upon review and verification of the damage claim the Township Manager will instruct the property owner to replace the damaged mailbox at a cost not to exceed the cost of the existing mailbox.
- The Township Manager will instruct the property owner to send in a copy of the receipt for the replacement along with the mailbox replacement short form.
- Once the receipt along with the form is received, the Township Manager will arrange for reimbursement to the residents for the damage caused to the mailbox.



SOUTH HEIDELBERG TOWNSHIP MAILBOX DAMAGE REPLACEMENT FORM

PROPERTY OWNER

Property Owner Name: _____

Property Owner Address: _____

Address to Mail Reimbursement to: _____

Date Damaged Occurred: ____ / ____ / ____

Cost of Replacement Mailbox: \$_____ (Please submit copy of receipt with claim)

FOR INTERNAL TOWNSHIP USE ONLY

- Received Damage Photo from Resident (Attach to Form)
- Received Receipt for Reimbursement of Mailbox (Attach to Form)
- Reimbursement Check Mailed to Resident

Sean A. McKee, Township Manager

Date