

City of Helena
 316 North Park, Room 320
 Helena, MT 59623
 CITYFINANCE@helenamt.gov
General Liability Loss Notice

Fill out form as completely as possible and mail or email to address above.			
Name: City of Helena	Person to Contact: Carrie Hahn or Liz Hirst	Bus Phone: 406-447-8406 or 406-447-8402	
Address: 316 North Park	Department: Administrative Services	Where to Contact: City/County Bldg. Room 320	
City/State/Zip: Helena, MT 59623		When: 8:00 a.m. to 5:00 p.m.	

Loss	
Location of Accident (Include City & State)	Date and Time of Loss
Description of Accident (use reverse side, if necessary)	

Property Damaged			
Name & Address (insured/owner)			Phone:
Describe property damaged:			Cell Phone:
Make, model, etc	Estimate Damage Amount:	Where may property be seen?	When?

Injury Information			
Was this claimant injured? If no, skip to next section.			
Name of Injured Party	Parent or Legal Guardian if under 18	Phone	
Complete Address			
Date of Birth	Age	Gender	Social Security Number
Occupation	Employer Name		Employer Phone
Complete Employer Address			
Was Medical Treatment Received?	Where?		
Describe Injuries and what Injured was doing			

Witnesses (Use back of form for additional witnesses)		
Name:		
Address:		City/State/Zip
Home Phone:	Bus Phone:	Cell Phone:
Remarks:		
Reported By:	Date Reported To City:	Signature of Property Owner: