



**TO: SOQUEL CREEK WATER DISTRICT CUSTOMER**

**Subject: Procedure for Filing Claim**

Pursuant to the Government Code, you have six (6) months from the date of the damage to your personal property in which to file a valid claim before the Soquel Creek Water District.

In order for your claim to be considered, all requested information must be completed, especially for item No. 3; date, time, and place. You must write the required information on the face of the form. If you require more space you may attach additional sheets of paper.

**Please note that if you are filing a claim for alleged damages to your personal property it is not necessary to provide your social security number and date of birth under item No. 1.** This information is required only if you are filing a claim for bodily injury.

Claims in excess of \$2,500 must be submitted a week prior to a Board of Directors Meeting. Board Meetings are held on the first and third Tuesdays of each month. After completing the form, please keep a copy for your records.

In the event you have any questions with respect to the completion of this claim, please feel free to call upon us for assistance.

Sincerely,

SOQUEL CREEK WATER DISTRICT

A handwritten signature in blue ink, appearing to read 'Michelle Boisen', is written over a horizontal line.

Michelle Boisen  
Financial and Business Services Manager  
5180 Soquel Drive  
Soquel, CA 95073  
(831) 475-8501 ext 116  
michelleb@soquelcreekwater.org