



TOWN OF WAREHAM

54 Marion Road
Wareham, MA 02571

INCIDENT REPORT PROCEDURES FOR NON-EMPLOYEES

To report an incident or claim against the Town of Wareham you must adhere to the following procedures to assure that your claim will be processed accurately:

1. Fill out the Incident Report form completely (attached).
2. Report your claim within thirty (30) days from the date of the incident.
3. Include relevant pictures if at all possible.
4. Include an appraisal for the damages to property or vehicles and/or medical bills where applicable.
5. Return the Incident Report and ALL other information either by mail or hand to the Town Administrator's Office, Memorial Town Hall, 54 Marion Road, Wareham, MA 02571.

Please note the following:

1. Once you report a claim you will deal solely with the Town of Wareham's insurance company.
2. The average time to receive correspondence from the insurance company is between three and four weeks.
3. If you have any further questions, please contact:

Susan P. Green
(508) 291-3100 x 3110
sgreen@wareham.ma.us

