



**TransEd Design-Build LRT Office  
Risk Management**

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File #:

**STATEMENT OF DAMAGE/INJURY FORM**

For completion by a party claiming that TransEd Design-Build is responsible for damages to their property or person.

**1. CLAIMANT INFORMATION**

MR/MRS/MISS: \_\_\_\_\_ First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_  
Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**2. DESCRIPTION OF DAMAGED PROPERTY/INJURY: (include year/make/model/mileage for auto damage claims and date of last repair/replace)**

**3. INCIDENT DATE AND TIME:**  
MM/DD/YYYY \_\_\_\_\_ Time (24:00) \_\_\_\_\_

**4. LOCATION OF INCIDENT:**  
(Please be specific referencing direction of travel, lane and closest intersection or reference point and enclose diagram or map if needed)

**5. AMOUNT OF CLAIM: (include how calculated and supporting documentation such as photos and estimates or receipts)**

\_\_\_\_\_

**6. INDICATE CAUSE OF DAMAGE OR INJURY:**

\_\_\_\_\_

**7. WHEN WAS THE DAMAGE/INJURY FIRST REPORTED TO TRANSED AND TO WHOM? (Please be specific with dates/times, names, phone# called, and any ticket or file reference numbers that were provided)**

**8. NAMES, ADDRESSES AND TELEPHONE NUMBERS OF ALL WITNESSES:**

Name/Relationship \_\_\_\_\_ Address \_\_\_\_\_ Telephone Number \_\_\_\_\_

**9. STATE WHY YOU FEEL TRANSED DESIGN-BUILD SHOULD BE RESPONSIBLE FOR YOUR DAMAGE/INJURY:**

**10. I SOLEMNLY SWEAR THAT I AM THE OWNER/OCCUPIER OF THE PROPERTY DAMAGED, THAT THE FOREGOING IS A CORRECT AND ACCURATE STATEMENT AS TO THE DAMAGES INCURRED AND THAT I HAVE NO INSURANCE OR WARRANTY OF ANY TYPE UNDER WHICH SUCH DAMAGES MAY BE RECOVERABLE.**

Owner: X \_\_\_\_\_ Date: \_\_\_\_\_

Please Note: This statement is for information purposes only and its receipt in no way infers acceptance of any responsibility by TransEd Design-Build for the stated damages. A fully completed and signed form is to be sent to TransEd Design-Build address above by mail, e-mail or fax upon which you should receive a written confirmation acknowledging your claim receipt within two week's time. Be aware that there are notice periods for providing notice of certain types of claims and limitation periods in respect of all claims. If you do not commence legal action to advance your claim within two years of the date of the incident causing your loss or damage, TransEd Design-Build and its employees will be entitled to provisions of the Limitations Act of Alberta.