



CITY OF PITTSBURGH

Department of Law

William Peduto, Mayor

Lourdes Sanchez Ridge, City Solicitor

Claims Division: (412) 255-2031

Dear Sir or Madam:

With reference to the claim you are placing with the City of Pittsburgh, we are enclosing our Report of Claim form for you to complete and return to us. Please read the form completely and provide all of the requested information to support your claim (including proof of damages and proof of any applicable insurance) with the form. Your claim will be acknowledged by the Administrator who will advise you if other information is needed.

Please note that from the time your claim is received in this department, it will take a minimum of eight (8) to ten (10) weeks for processing, depending upon the nature of the claim. Your cooperation in supplying the required documentation in support of your claim will allow us to handle it in the most efficient manner. Failure to provide any of the required/requested information will delay processing your claim.

If you are making a claim against the City of Pittsburgh for alleged damage to property, you should contact your insurance carrier, as state law limits the amount of damages that are recoverable from a municipality in Pennsylvania.

Please send Claim Form and attachments to:

**CITY OF PITTSBURGH
DEPARTMENT OF LAW
CLAIMS DIVISION
313 City-County Building
414 Grant Street
Pittsburgh, PA 15219**