

Public Officials and Employees Liability Incident Report

RSUI Policy # LHP626075
Policy Effective: August 1, 2007/2008

Telephone Claims into (404) 231-2366
Claims Fax: (404) 262-4417
Contact: Pamela Smith

Please complete all blanks

Housing Authority: _____

Name of Project (if applicable): _____ Number: _____

Date of Incident: _____ Time: _____ [AM] [PM]

Name(s) of Claimant(s): _____

Is Incident

- A potential claim
 In Suit

Is claimant a:

- Tenant/Housing Applicant – attach copy of any written complaints received or details of the circumstances including the identities of the parties involved and the dates.
 Employee – attach copy of any written documentation received, including notices from administrative agencies (for example, the EEOC).
 Other – attach copy of any written correspondence received, or details of the circumstances including the identities of the parties involved and the dates.

When did claimant notify the housing authority? _____

Provide details and background regarding the allegations (attach a separate sheet if necessary):

Estimate Potential Damages: _____

Witnesses (include complete information on all individuals having knowledge of the incident)

<u>NAME</u>	<u>ADDRESS</u>	<u>PHONE</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Completed by:

Name: _____ Date: _____

Title: _____ Phone: _____

Fax Public Officials Claim Notification Sheet to Pamela Smith at (404) 262-4417

Then, attach copy of all applicable claim related documents such as administrative hearing notices, correspondence from the plaintiff/claimant or their legal counsel, copy of your applicable policies and procedures, copy of tenant leases and agreements and mail to:

Resurgens – Claim Dept.
945 East Paces Ferry Road, Suite 1800
Atlanta, GA 30326

The above phone number and address is for Public Officials claims reporting and claim information. For policy information or non-claims questions, please contact Mr. Fred Tanguay at R. C. Knox at (860) 524-7670.