



Clayton County Water Authority

Risk Management Section

1600 Battle Creek Road

Morrow, GA 30260

Phone: 770-960-5239

RiskManagement@ccwa.us

INCIDENT FORM

Date of Incident: _____ **Today's Date:** _____

Your Name: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Telephone: (Home) _____ **(Cell)** _____

Did you file a police report? Yes No

Police Department: _____ Report Number: _____

Incident Location: _____

(If the exact address is not known, please provide cross streets and/or landmarks)

City: _____ Zip: _____

PROPERTY DAMAGE:

(If Applicable)

Description/ Type of Damage: _____

(If damaged property is a vehicle, please provide year, make, and model below)

Vehicle: Year _____ Make _____ Model _____

Amount of Damages: _____

(If possible, please provide proof of damages such as photos and the estimates/ invoices for repair or replacement)

Owner of Damaged Property, *if different:* _____

Owner's Daytime Phone Number: _____

PERSONAL INJURY:

(If Applicable)

Was anyone injured? Yes No If yes, answer the following:

Injured Person's Name, *if different:* _____

Address: _____

City: _____ State: _____ Zip: _____

Daytime Phone Number: _____ Date of Birth: _____

Describe injuries: _____

Was medical treatment provided? Yes No

If so, name of provider: _____

Describe in your own words below how the incident occurred:

Statement of Incident:

(If damaged property is a vehicle, please provide year, make, and model below)

WITNESS

Were there any witnesses? Yes No If so, please complete below:

Witness Name: _____

Witness Daytime Phone Number: _____

Additional Comments:

Please submit form to riskmanagement@ccwa.us

Signature: _____ **Date:** _____

By signing above I acknowledge that the facts stated in this claim form are true and correct to the best of my knowledge. I further understand that Clayton County Water Authority, a political subdivision of the State of Georgia, has not accepted liability nor denied liability in any incident until an investigation is completed. Upon receipt of your completed incident form an investigation will be conducted. You will be notified in writing of our decision.