



MAILBOX DAMAGE REPORT

NAME: _____

ADDRESS: _____

PHONE: _____

EMAIL: _____

DATE OF
DAMAGE _____

ARE YOU REQUESTING THAT THE VILLAGE INSTALL THE REPLACEMENT MAILBOX?

YES

NO

IF YES, THE STREETS DEPARTMENT WILL REPLACE WITH STANDARD MATERIALS.

IF NO AND YOU WISH TO HAVE THE MAILBOX REPLACED AT YOUR OWN EXPENSE,
PLEASE ATTACH THE FOLLOWING:

- 1) RECEIPT FOR MATERIALS (Please note that the Village will only reimburse up to \$50.00)
- 2) PICTURE OF DAMAGE

REQUESTS MUST BE SUBMITTED BY MAY 1ST TO:

MAILBOX DAMAGE
VILLAGE OF WAUNAKEE
PO BOX 100
WAUNAKEE, WI 53597

Village of Waunakee Mailbox Replacement Policy

A properly installed mailbox may last for many years while an improperly installed mailbox may not make it through the winter! The most prevalent problem occurs when a mailbox extends past the face of the curb.

The Village policy for seeking reimbursement for mailboxes damaged by Village crews during snow plowing is as follows:

The Village will provide reimbursement up to \$50.00 per mailbox damaged by winter snowplowing. Reimbursement is limited to material cost only. Claims must be received by May 1st and must be accompanied by pictures of the damage and receipts for replacement materials. Claims will be reviewed and forwarded to the Village Board for approval. Village crews will install the replacement mailbox or repair the mailbox upon request. New mailboxes must be installed in conformance with Village and postal service standards.

The diagrams illustrate a properly installed mailbox according to Village and Postal Service standards. Please contact the Post Office (608) 850-4197 for the correct height of the mailbox in your area.

