

VILLAGE OF OAKWOOD HILLS

Mailbox Repair Program Form

Dear Resident,

During the recent snow season if your mailbox was damaged, you may qualify for the Village's policy pertaining to replacement and repair. The Village policy states that when damage is due to the Village's authorized snow plow or snow removal equipment physically* striking your mailbox, you have two replacement options. They are as follows:

1. The Village will replace your mailbox, post or both with a standard product. This consists of a standard metal mailbox and wood post. You do have the option to have more expensive models installed by the Village, however, you must pay any cost above the amounts authorized by the Village. Authorized limits shall be:

- a. \$15.00 for the mailbox.
- b. \$20.00 for the post.
- c. \$35.00 for mailbox and post combined (in any designation between mailbox and post)

Any taxes will be added to the resident's cost. If you decide to purchase your own mailbox and have the Village install it, you must contact the Village Clerk's office before 30 May of the new year to set up an appointment. Please note only standard metal type mailboxes will be installed by the Village.

2. You may replace the box yourself and allow the Village to reimburse you for the cost of the replacement up to the maximums authorized in Paragraph 1 above. You may install a more expensive mailbox and post, however, your reimbursement shall not exceed the limits of paragraph 1 above. If you choose to install your own mailbox, you are responsible for the following the installation instructions.

Sincerely,

THE VILLAGE OF OAKWOOD HILLS

Select the desired option (1 or 2 above) by circling the desired paragraph number and filling the bottom portion of this form. The completed form may be mailed or delivered to the Village Hall to the attention of: _____ and must be received by close of normal business on 30 May of the new year.

Resident Name: _____

Resident Address: _____

Phone Number: _____

Signature and Date: _____

_____ Mailbox needs to be replaced

_____ Mailbox Post needs to be replaced

_____ Both the Mailbox and the Mailbox Post need to be replaced

*The Village policy does not include damage caused by the force of the snow or ice from the plow and/or normal snow removal.