

BOROUGH OF COLLEGEVILLE

MAILBOX REIMBURSEMENT FORM

Date: _____ Time: _____

Address of Property: _____

Owner of Property: _____ Phone: _____

Email: _____

Comment: _____

Note: *Collegeville Borough will only reimburse a resident **up to \$75.00** for the cost of a new mailbox. The form must be submitted within 2 weeks of the incident to receive reimbursement.*

If a Collegeville Borough Plow hits a mailbox during snow removal, we will reimburse the resident upon verification. If snow damages the mailbox, we do not reimburse. Mailboxes are installed at your own risk within the right-of-way. To be sure your mailbox is installed correctly, contact your local Postmaster for installation guidelines.

FOR OFFICE USE ONLY

Confirmed By: _____

Date/Time: _____

Comments: _____

Reimbursement Amount: _____