



# Township of Monroe

County of Middlesex

**DEPARTMENT OF PUBLIC WORKS:**  
DIVISION of STREETS and ROADS  
76 Gravel Hill Spotswood Road  
Monroe Township, New Jersey 08831  
PHONE: 732-656-4575  
FAX: 732-656-9585

## Mailbox Service Request

Name	Address
Date of Incident	Phone Number
Photograph of damage provided: _____	
Date of Inspection by DPW: _____	
Findings/Damage was caused by (brief description): _____	
Or circle one (not eligible for reimbursement):	
1- <u>Signs of dry rot</u> 2- <u>Signs of Instability</u> 3- <u>Located too close to travel way</u> 4- <u>Caused by snow weight</u>	
5- <u>Not installed securely to a sturdy post</u> 6- <u>Legal requirements of the USPS not met</u>	
Is mailbox repairable? _____ If yes, date of repair by DPW: _____	
Inspected by: _____	
If no, have receipts been provided for the purchase and installation of the new mail box: _____	
• Maximum Reimbursement \$100.00	
For reimbursement please forward this form along with receipts to the Finance Dept.	
*DPW SIGNOFF* APPROVED REIMBURSEMENT: X _____	
DATE FORWARDED TO FINANCE: _____	
Additional Comments:	