STATE OF NEW JERSEY
SCHOOLS DEVELOPMENT AUTHORITY

NOTICE OF CLAIM

NJSDA Form 505

Claimant: _____

Date: _____ **PMF/CM:** _____

Contract No.: _____ **District Name:** _____

School Name: _____ **Project Manager:** _____

Submit original claim and all related documentation to:
Division of Chief Counsel
32 E. Front Street
P.O. Box 991
Trenton, NJ 08625
Send a complete copy of the 505 and all related attachment(s) to the PMF/CM and the NJSDA Project Manager.

Claimant Name: _____

Address: _____

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

Contact Name: _____

Contact Phone No.: _____

Description of Claim:

Total Dollar Amount of the Claim: _____

Signature of Claimant Representative: _____

Print Name of Claimant Representative: _____

Title: _____

NJSDA Use Only

Date Received: _____ **Received By:** _____

NJSDA FORM 505
CHECKLIST ATTACHMENT

☐ **1. Entitlement**

Claimant has described the factual, technical, contractual and legal bases supporting the claim. If the claim includes a "pass-through" claim on behalf of a subcontractor or supplier, this should also be described and detailed.

☐ **2. Damages**

Claimant has summarized the calculations and support for the compensation claimed. Claimant has also summarized the methodology utilized to calculate these costs.

☐ **3. Documentation**

Claimant has provided all documentation in support of its claim, including, but not limited to, change order requests, requests for amendment, and all other supporting documents and correspondence relating thereto. Claimant is required to submit a complete package and cannot include any documentation by reference. Electronic copies may be submitted in lieu of hard copies.

☐ **4. Schedule Data and Updates**

Claimant has submitted all schedule updates together with related dates including fragnets and/or networks with supporting documentation in both scheduled and hard copy and in electronic format. Documentation should also include any Time Impact Analysis or similar time analysis or reports.

☐ **5. Job Cost Reports**

Claimant has submitted all job cost report data relevant to its claim in electronic format and hard copy.

☐ **6. Employee Pay Records**

Claimant has provided all relevant employee pay and time records of its company and its subcontractor, if the subcontractor is part of the claim.

☐ **7. Photos / Videos**

Claimant has provided existing photographic or video representations of the nature of the work under dispute.

☐ **8. Requested Additional Supporting Documentation**

Claimant may be required to submit additional documentation upon request by the NJSDA. Failure to provide the requested applicable, relevent documentation may result in rejection of the claim.

Print Form