



DETROIT
**Water & Sewerage
Department**

Instructions for Completing the DWSD Claim Form

ATTENTION JEFFERSON CHALMERS AND CORNERSTONE VILLAGE: All claims -- electronic, mail or in-person – must be submitted to the Detroit Water and Sewerage Department (DWSD) by August 22, 2016. The DWSD Claim Form may be completed at www.detroitmi.gov/dwsd or downloaded from the website.

The DWSD Claim Form is simple to complete. Please follow **ALL** steps as indicated on the form to ensure there is no delay in processing your claim. Follow instructions on the form as listed:

1. Enter the address of the affected property and cross streets.
2. Explain in detail the event which led to filing a claim.
3. Provide details of the damage sustained and the dollar amount, if applicable.
4. Provide total claim amount.
5. Answer the questions listed regarding flooding of the home property.
6. List the names of each individual living in the dwelling.
7. Answer whether you own and when you purchased the property or you are renting the home.
8. List any witnesses to the incident, if applicable.
9. Provide information regarding your insurance company.
10. Sign and date the form.
11. Mail the form and documentation to:

**Detroit Water and Sewerage Department
Claims Section
6425 Huber
Detroit, Michigan 48211-1677**

Receipts and photographs are not required when submitting this initial claim form. DWSD will follow-up with you to request receipts, photographs and other supporting documentation which will substantiate your claim. All claims will be reviewed to determine qualification for reimbursement within 90 days of receipt.

DWSD recommends you keep a copy of the completed claim form and all documentation.



Detroit Water & Sewerage Department

Maintenance & Repair Division

CLAIMS SECTION, 6425 Huber Ave, Detroit, MI 48211

Phone: (313) 267-3676

Fax: (313) 267-6284

CLAIM FORM

PLEASE PRINT OR TYPE

Sir/Madam:

FOR OFFICE
USE ONLY

DWSD Claim Number: _____ Date: __/__/20__

Claim is hereby made against the Detroit Water & Sewerage Department (DWSD) due to the following happening or discovered on: __/__/20__ at __: __ AM PM

1. Address of affected property including cross streets.

2. Explain in detail what happened. Use additional sheets if necessary.

3. Description of Claim. List in detail the damages, and provide a dollar value next to each item. Use additional sheets if necessary.

4. Total amount of claim: \$

Note: Please provide legible copies of receipts for items damaged, copies of at least two estimates for repair or replacement of items damaged, clear pictures of property damage, and copies of any receipts for expenses related to the incident such as cleanup costs, plumber's services, etc.

5. Answer the following if this claim involves flooding of your home or business.

Do you have a basement? Yes No

If you had water in the basement, what was average depth? ____ feet ____ inches

If you had flooding from a sewer backup, did it rain that day? Yes No

If you had flooding caused by a water main break in the area, where was the break located?

If you had flooding for reason other than a sewer backup or a water main break, explain:

Did you contact DWSD about the incident? Yes No

If "Yes," give date, time, and phone number you called: _____

Did someone from DWSD respond to the call(s)? Yes No

If "Yes," what did they do? _____

An individual who has sustained property damage or has been injured as a result of a sewage disposal system event **must** provide written notice of the event within **45 days** after the date the damage or injury was, or in the exercise of reasonable diligence should have been discovered. Failure to provide proper notice may bar your claim.

6. **List the full names of all individuals living in this dwelling.** Use additional sheets if necessary.

	(First name)	(Initial)	(Last name)	(Relationship)	(Age)
1.					
2.					
3.					
4.					
5.					

7. **Own/buying the home?** Yes No If "Yes," Year of purchase _____ and Purchase price \$ _____

8. **Do you rent the home?** Yes No If "Yes," for how long? _____ Years, _____ Months and _____ Days
 Landlord's Name: _____
 Landlord's Address: _____

9. **List all known witnesses of incident.** Use additional sheets if necessary.

	(Name)	(Address)	(Daytime Phone No.)
1.			
2.			
3.			
4.			

10. **Name of your Insurance Company and Details:**

Name: _____ Policy Number: _____

Address: _____

Name of agent: _____

Phone number: _____

Type of coverage: _____

Amount of deductible: \$ _____

Have you filed a claim with your insurance company for damages? Yes No

If "No," give reason: _____

If "Yes," has the insurance company paid any portion of the damage? Yes No

If "Yes," indicate the amount the insurance company paid: \$ _____

What is the insurance claim number? _____

If "No," what reason did they give for turning down your claim? _____

11. **Did you take photos of the damage?** Yes No, If "Yes," please forward them

12. **Submitted by:**

	(First name)	(Initial)	(Last name)	(Age)

Claimant's Signature

____ / ____ / 20 ____

Date

(Street address) _____ (City) _____ (State) _____ (Zip code) _____

(Home phone number) _____ (Daytime phone number) _____

Please mail completed form to: **Detroit Water and Sewerage Department
 Claims Section
 6425 Huber, Detroit, MI 48211-1677**

Receipts and photographs are not required when submitting this initial claim form. DWSD will follow-up with you to request receipts, photographs and other supporting documentation which will substantiate your claim. All claims will be reviewed to determine qualification for reimbursement within 90 days of receipt.