



**Water & Sewerage
Department**

Instructions for Completing the DWSD Claim Form

The DWSD Claim Form may also be downloaded from www.detroitmi.gov/dwsd and completed on a computer or mobile device using Adobe Acrobat or similar software.

State law requires you file a written claim with your local water utility, DWSD in this case, within 45 days after the water or sewer incident was discovered.

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 indicate whether you are renting the home.
8. List any witnesses to the incident, if applicable.
9. Provide information regarding your insurance company.
10. Include any photographs of the damaged area, receipts and other documentation.
11. Sign and date the form.
12. Mail the form and documentation to:

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

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