



## CITY OF ALLEN PARK NOTICE OF CLAIM

To make a claim for property damage or personal injury, the following information must be provided. **The submission of this Notice does not guarantee that your claim will be allowed.**

**FOR SEWER BACKUP CLAIM ONLY** - An individual who has suffered property damage or injury as a result of a sewer backup event must provide written notice of the event within 45 days after the date the damage or injury occurred or should have reasonably been discovered. Failure to provide such notice will bar your claim.

**Your Information:** (Please print all information) Date form completed: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone number: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

**Address of property where damage or injury occurred, if different than above:**

Name of occupant: \_\_\_\_\_

Address: \_\_\_\_\_

Date of damage or injury occurred: \_\_\_\_\_

Briefly describe the Claim: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(If you need more room, you may attach additional sheets)

### Additional Information for Sewer Backup Claim

Depth of backup water:

Just around drain    Under 1 inch    1-2 inches    2-6 inches    Other: \_\_\_\_\_

Do you have:    Sump pump    Backflow Preventor or check valve    Other: \_\_\_\_\_

Have you had a prior backup:    No    Yes, when: \_\_\_\_\_

I hereby certify that the above information, to the best of my information and belief, is complete and correct.

Signature of Person Submitting the Claim

Return this form to: Risk Manager  
C/o City Administrator's Office  
City of Allen Park  
15915 Southfield Road  
Allen Park, MI 48101  
- or -  
RManagement@cityofallenpark.org

### FOR OFFICE USE ONLY

Date Notice Received: \_\_\_\_\_ By: \_\_\_\_\_

Additional Sheets Attached    Yes    No

Inventory Form Attached    Yes    No

Revised 9/27/2018



The submission of this Inventory does not guarantee that your claim will be allowed.

