



## NOTICE OF CLAIM FORM

Print All Information & Use Additional Paper If Needed

CLAIMANT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

HOME TELEPHONE: \_\_\_\_\_

OFFICE TELEPHONE: \_\_\_\_\_

DATE: \_\_\_\_\_

**INSTRUCTIONS:** In order to make a claim for damages or physical injury arising from a sewage disposal system event, you must submit a NOTICE OF CLAIM which includes providing the Charter Township of Union with all information requested in this NOTICE OF CLAIM. Please review the document entitled, SEWER BACKUP CLAIMS NOTICE, which identifies the Michigan law that clarifies the conditions under which municipalities are liable for sewer backups. Therefore, please provide detailed responses to each question. Print clearly or type your responses. Use as many additional sheets of paper as is needed. All pictures submitted to support your Claim must have the following information printed neatly on the back: Who took the picture; the Date on which the picture was taken; and a phrase that describes what you believe each picture shows. The Township will not be responsible for the return of any pictures submitted with your Claim. Your NOTICE OF CLAIM must be submitted no later than 45 days from the date of the incident.

**All claimants must provide the following information:**

2. Date / Time / Room Location of Incident: \_\_\_\_\_

3. Describe What Happened. \_\_\_\_\_

a) Please provide pictures of all areas affected by this incident.

4. Date(s) and Time(s) you notified Township of the incident. \_\_\_\_\_

a) Please identify the Township employee with whom you spoke each time. \_\_\_\_\_

5. Date of Discovery of Property Damages or Physical Injury: \_\_\_\_\_

6. Date you contacted your Insurance Company. Please provide the name, address & telephone number of your insurance company. \_\_\_\_\_

7. Is this the first time the basement flooded? \_\_\_\_\_

a. If you answer to number 7 is no, please provide the following: i. The date of each previous occasion on which the basement flooded; ii. What actions were taken to prevent further flooding; iii. Who, if anyone, did you notify?

8. Please identify what you believe to be the defect in the sewer system that caused this incident. \_\_\_\_\_

a) Explain why you believe the Township did not take reasonable steps in a reasonable amount of time to repair, correct, or remedy the defect. \_\_\_\_\_

9. If you are claiming that your property, including personal property was damaged as a result of the incident, use the Property Damage Claim Form to list EACH item you are claiming was damaged and provide the following information for EACH item claimed. Attach additional pages as necessary.

Please Return To: CHARTER TOWNSHIP OF UNION, DEPARTMENT OF PUBLIC WORKS, 2010 S. LINCOLN ROAD, MT. PLEASANT, MI 48858

I acknowledge that all the information provided to the Charter Township of Union as part of this Notice of Claim Form has been provided by the individual who has been identified in this form as the "CLAIMANT" and has signed below as the CLAIMANT before a Notary Public. With my signature I further assert that all statements that I have made to the Charter Township of Union as part of this CLAIM FORM are the whole truth to the best of my knowledge.

CLAIMANT SIGNATURE: \_\_\_\_\_ Date \_\_\_\_\_

Subscribed and sworn before me, On this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_, Notary Public

In and For \_\_\_\_\_ County, Michigan My commission expires: \_\_\_\_\_

*An individual that has been injured or has suffered property damage as a result of a Sewage Disposal Event must provide written notice of the event within 45 days after the date of damage or injury was, or in exercise of reasonable diligence, should have been discovered. Failure to provide proper notice will bar your claim.*

**CHARTER TOWNSHIP OF UNION**

**PROPERTY DAMAGE CLAIM FORM**

For **each** item claimed to have been damaged, please provide the following:

- A. Description:**
- B. Date of Purchase:**
- C. Store of Purchase:**
- D. Quantity Purchased:**
- E. Brand Name:**
- F. Serial Number:**
- G. Purchase Price:**
- H. Include copy of receipt proving purchase of item.**
- I. Has claimant retained the property or disposed of it? If disposed of, how and where:**
- J. If disposed of, did claimant make any record of the property prior to the disposal (i.e., written description, photographs, or videos)? If yes, include copies of all such records, photographs or videotapes.**
- K. If the property was retained, include photographs or videotapes of the item alleged to have been damaged.**
- L. If the property was retained, has the claimant attempted to have the item repaired or cleaned?**
- M. Include copies of any repair or cleaning estimates, statements, invoices or receipts for the item.**