



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



CITY OF ALLEN PARK INVENTORY OF DAMAGED/DESTROYED PROPERTY

THIS IS NOT A NOTICE OF CLAIM. THIS FORM MUST BE SUBMITTED WITH A NOTICE OF CLAIM FORM TO COMPLY WITH THE FOLLOWING NOTICE REQUIREMENT.

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Your Information: (Please print all information) Date of Damage: _____

Name: _____ Email: _____

Address of property where damage: _____
Street

Please complete columns A, B and C below. You may use additional pages if necessary. If possible, you should submit *copies* of receipts and photographs.

A	B	C	D	E
Item or Service	Age of Item	Initial Purchase Cost	DPR	AV

A	B	C	D	E
Item or Service	Age of Item	Initial Purchase Cost	DPR	AV

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