

**GENOA CHARTER TOWNSHIP
SEWAGE DISPOSAL SYSTEM EVENT
NOTICE OF CLAIM**

This *Notice of Claim* form must be completed in full, and filed with the governmental agency against which you wish to make a claim for property damage or physical injury resulting from a sewage disposal system event. Michigan law requires that you file this written notification ***within 45 days*** after the damage or physical injury was discovered, or in the exercise of reasonable diligence should have been discovered. If you fail to file your *Notice of Claim* timely, your claim will be denied.

Name: _____

Address: _____

Telephone: _____

Date of Loss: _____ **Date Loss Discovered:** _____

Address of Damaged Property (If different from above):

Owner of Damaged Property: _____

Description of Sewer Backup: _____

Description of Damage to Building and/or Personal Property: _____

Description of any Personal Injuries: _____

Return This Form To:

**Genoa Charter Township
Attn: Greg Tatara
2911 Dorr Road
Brighton, MI 48116**

Municipal Office Use Only

Date Received: _____

Action Taken: _____

To present a claim, you will be required to provide the following items:

If you do not provide sufficient detail to support your claim, the items will lose much of their value. Reimbursement for the Actual Cash Value of damaged items is the maximum amount payable.

- Copies of receipts for cleaning costs, plumbing bills, or other bills.
- List of the damaged items and receipts to prove the ages of your items.
- Please make an attempt to provide pictures if possible, of anything you wish to claim that was damaged due to the sewer backup.