



# CITY OF ALMA – NOTICE OF CLAIM: SEWER BACKUP

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 occurred or should have been reasonably discovered. Failure to provide such notice will bar your claim.

**Your Information:**

Name: \_\_\_\_\_

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

Date form completed: \_\_\_\_\_

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

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

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

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

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

Date of damage: \_\_\_\_\_

Date of discovery: \_\_\_\_\_

Briefly describe the Claim: (attach more sheets if needed) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Additional Information:**

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 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: City of Alma  
City Clerk  
525 East Superior St  
Alma, MI 48801

For Office Use

Date Notice Received: \_\_\_\_\_  
Received by: \_\_\_\_\_



