

# CITY OF FLINT

## DAMAGE CLAIM SUBMISSION FORM



If you believe that the City of Flint is liable for damage to your property, you may use this form to submit your damage claim. Be advised that the majority of damage claims are denied under Michigan's governmental immunity laws, MCL 691.1401 *et seq.* If your claim satisfies all requirements to fall within an exception to those laws, the City of Flint may offer payment to settle your claims. **A damage claim against the City will only be considered for that portion not otherwise covered by insurance.**

Only the following types of damage claims may be submitted using this form:

- **Street/Sidewalk Claims** – Injuries/damages resulting from the City's failure to maintain streets & sidewalks over which it has jurisdiction.
- **City Building Claims** – Injuries/damages resulting from a defective condition in a City building that the City knew of and failed to remedy within a reasonable time.
- **City Vehicle Claims** – Injuries/damages resulting from the negligent operation of a City-owned vehicle by a City employee.
- **Sewage Disposal Event Claims** – Injuries/damages resulting from a defect in the City's sewer disposal system.

To submit your damage claim, complete the form below, and attach copies of any supplemental receipts, photos, or other supporting documents. DO NOT SUBMIT ORIGINAL DOCUMENTS. Sign and date the attestation at the end, and submit this form to the **City of Flint Law Department, 1101 S. Saginaw St., 3<sup>rd</sup> Floor, Flint, MI 48502.**

Based on the information provided, City staff will investigate your claim and determine whether any offer of payment will be made, and, if so, in what amount. An offer of payment is not an admission that the City is liable to the claimant. **While notarization is not required to submit a claim, you are encouraged to do so since any claim recommended for payment after the review process must be notarized, and the claimant must attest that the information provided is true and complete.** False statements under oath are a crime under §31-47 of the Flint Code of Ordinances.

CLAIMANT'S INFORMATION					
Claimant's Name		Phone Number		Email Address	
Mailing Address					
City		State		Zip	

TYPE OF DAMAGE CLAIM			
Street or Sidewalk <input type="checkbox"/>	City Building <input type="checkbox"/>	City Vehicle <input type="checkbox"/>	Sewage Backup <input type="checkbox"/>

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DAMAGE CLAIM INFORMATION			
Date & Time of Loss/Injury		Amount of your Claim	
Describe the exact location where the loss, injury, or damage occurred. <i>(Attach supplemental documents if necessary).</i>			
Describe the circumstances of your injury, loss, or damage, including how you determined your claim's value. Attach any available supporting records (i.e. photos, receipts, repair estimates, etc.).			
NOTE: If your injury or loss involves a motor vehicle, your home, or the contents of either, identify any applicable insurance policies and attach a copy of the insurance declarations page(s) for those policies, identify any claims made against those policies, and list any monies paid to you under those policies.			
Have you filed any other claims against the City of Flint related to this loss?	<input type="checkbox"/> Yes <input type="checkbox"/> No	List any witnesses, including names and contact information	

I attest that the information provided here is true and complete.

Claimant's Signature:		Date:	
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### NOTARY SECTION

\_\_\_\_\_ appeared before me on \_\_\_\_\_ and signed the above attestation as a free act and deed.

Notary Signature:	, Notary Public	County, Michigan	Commission Expires	
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*Notarization is not required to submit a claim, but you are encouraged to do so at this time, since any claim recommended for payment after the review process must be notarized.*