



**NOTE:** Read entire claim form before completing

**MAIL TO:** Legal Department  
City Hall  
400 Robert D. Ray Drive  
Des Moines, IA 50309

**CLAIM FOR DAMAGES - SEWER**

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

**Home Address:** \_\_\_\_\_  
(number and street) (city, state, zip)

**Home Phone:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_ **Business Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

When did damage occur? Give full particulars: date, time of day: \_\_\_\_\_  
\_\_\_\_\_

Where did damage occur? \_\_\_\_\_  
\_\_\_\_\_

Weather conditions (If raining, indicate duration and amount of rainfall, if known): \_\_\_\_\_  
\_\_\_\_\_

How did damage occur? \_\_\_\_\_  
\_\_\_\_\_

Name of City employee(s) or WRA representative(s) with knowledge as to how damage occurred:  
\_\_\_\_\_

Total amount of damage claimed \$ \_\_\_\_\_ (Please attach Property Inventory form)

Did City sewer crews investigate this claim? \_\_\_\_\_ Time and date of investigation: \_\_\_\_\_

Name(s) of City employee(s) or WRA representative(s), if known: \_\_\_\_\_

Substance of conversation with City or WRA crews, if any: \_\_\_\_\_  
\_\_\_\_\_

Depth of water: \_\_\_\_\_ Type of water (clear, muddy, etc.): \_\_\_\_\_

Was there sewer odor in your residence? \_\_\_\_\_ Do basement drains contain backwater valves? \_\_\_\_\_

Does your home or basement contain footing drains? \_\_\_\_\_

List prior back-ups or sewer water problems: \_\_\_\_\_

Did water seep through the foundation walls? \_\_\_\_\_ If yes, describe the extent of seepage: \_\_\_\_\_

Did you call the City or WRA with reference to this claim? \_\_\_\_\_ If yes, when? \_\_\_\_\_

When was the last time your private sewer laterals were rodded or cleaned? \_\_\_\_\_

By whom? \_\_\_\_\_

Insurance payments, if any: \$ \_\_\_\_\_ Date paid: \_\_\_\_\_

Insurance company: \_\_\_\_\_  
(company name) (address) (city, state, zip)

**Claimant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Claimant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**PLEASE REMEMBER TO COMPLETE THE PROPERTY INVENTORY**

