

PHILADELPHIA WATER DEPARTMENT
Risk Management Division – Claims Unit
1515 Arch Street – 14th Floor
Philadelphia, PA 19102-1595
(215) 683-1700
Risk.Management@phila.gov

GENERAL CLAIM INFORMATION FORM
Philadelphia Water Department

1. Property Owner	2. Claimant/Tenant (if different from property owner)
Name (please print)	Name (please print)
Address Zip Code	Address Zip Code
Social Security Number/Tax Identification Number	Social Security Number/Tax Identification Number
Date of Birth	Date of Birth
Telephone No.	Telephone No.
Email:	Email:

3. Address of property where damage occurred: (If same as 1. above, write "same")	4. Location of breakage in water or sewer system:

Under Pennsylvania Law your primary source of recovery for your damage is your insurance company. We advise you to contact them immediately about your loss.

IN ADDITION TO COMPLETING THIS FORM, PLEASE PROVIDE THIS OFFICE WITH THE FOLLOWING DOCUMENTATION:

- A COPY OF YOUR INSURANCE DECLARATION PAGE COVERING THE DATE OF THE ACCIDENT/INCIDENT
- WRITTEN ESTIMATES ITEMIZING PART(S), PRICE, AND LABOR
- PHOTOGRAPHS OF YOUR DAMAGED PROPERTY
- PHOTOGRAPHS OF THE DEFECTIVE CONDITION THAT CAUSED THE ACCIDENT/INCIDENT

ALL DOCUMENTATION SUBMITTED WITH THIS FORM BECOMES PROPERTY OF THE CITY OF PHILADELPHIA AND ARE NON-RETURNABLE.

FRAUD WARNING

ANY PERSON WHO KNOWINGLY AND WITH INTENT TO DEFRAUD ANY INSURANCE COMPANY, MUNICIPALITY OR ANY OTHER PERSON FILES AN APPLICATION FOR INSURANCE OR STATEMENT OF CLAIM CONTAINING ANY MATERIALLY FALSE INFORMATION OR CONCEALS FOR THE PURPOSE OF MISLEADING INFORMATION CONCERNING ANY FACT MATERIAL THERETO, COMMITS A FRAUDULENT INSURANCE ACT, WHICH IS A CRIME AND SUBJECTS SUCH PERSON TO CRIMINAL AND CIVIL PENALTIES.

Signature: _____

Date: _____

5. Date of loss or occurrence:
Time of loss or occurrence:
(Actual date OR approximate date and time)

6. Description of events which resulted in damage:
(Please be specific. Attach additional documentation as needed)

7. DESCRIPTION OF NON-REPAIRABLE ITEMS (Attach ITEMIZED repair estimate, if available, and supplemental list, if needed.)	Date Purchased	Original Cost	For Official Use Only