



WESTERN VIRGINIA
WATER AUTHORITY

Incident Investigation/Claim Form

Claimant Information

Full Name

First Name

Last Name

Address

Street Number and Name

City

State/Province/Region

Postal/Zip code

Day Time Phone Number

Phone Number

Cell Phone Number

Phone Number

Email

Email

Are you the property owner where this incident occurred?

Yes No

Damage/Loss Information

What was damaged?

Property Auto Personal Injury

Date and Time of Incident

Month *Day* *Year*

Date Reported to WWA

Month *Day* *Year*

Location of loss/damage

Description of alleged property damage, injury, or loss (if auto, include year, make, model, and license number; list name of driver if not same as claimant)

State why you believe the Western Virginia Water Authority is responsible for the alleged damaged property, injury, or loss:

Additional Information: Please provide any additional information that might be helpful in considering your claim, including names of

witnesses, treating physicians, hospitals, proof of damages such as invoices, receipts, estimates, a diagram, and photos/videos.

For all claims

Claimants are strongly encouraged to contact their insurance carrier(s) for notification of their loss.

Did you report this loss/damage to your home insurance company?

Yes No

Complete the following if you did report this loss/damage to your home insurance company.

Homeowner Insurance Name

Homeowner Insurance Phone Number/Contact Information

Homeowner Insurance Policy Number

Claim Number

Were you compensated by your home insurance company?

Important Notes and Required Signature

Completion of this form does not establish liability and the Western Virginia Water Authority does not waive any defenses. Submitting this form initiates a review of your claim. It does not constitute a contract or a guarantee for any monetary or other form of reimbursement.

All incidents are independently investigated. Any valid claim will be paid on an actual cash valued basis, which means replacement cost less depreciation.

While your claim is under investigation, you have a responsibility to protect yourself and/or your property to mitigate your damages, regardless of who may be at fault for causing the incident. Therefore, it is strongly recommended that you contact your Home Owner's Insurance company/agent for immediate assistance during our investigation of the incident.

Should your property require repair, submit an estimate for the repair work and any damage/repair photos, along with this form. It is the responsibility of the person filing the claim to obtain estimates and contracts for repair work. If repairs have been completed, please submit the contract and paid invoice for services provided. The Western Virginia Water Authority is not responsible for the quality of the work performed by contractors you select. The filing of this form does not guarantee acceptance or payment for damages. The burden of proof for any damages is the responsibility of the property owner and/or tenant.

The Western Virginia Water Authority is not liable for any sewage backups caused by factors or conditions beyond the control of the Water Authority, i.e. floods. The Western Virginia Water Authority is only responsible for property damage if a dangerous condition exists in the sewer system, which causes the damage, and the Western Virginia Water Authority had prior notice of that condition such that it created a foreseeable risk of damage.

WARNING: It is a crime to provide false or misleading information to the Western Virginia Water Authority (Authority). Any claim against the Authority, knowing such claim to be false, fictitious or fraudulent is subject to fine or imprisonment.

Signature _____

Date and Time _____