

# Metropolitan Sewer District of Greater Cincinnati Claim Form

(for non-sewer backup damage claims only)



## Procedure for Filing a Claim with the City of Cincinnati, Metropolitan Sewer District of Greater Cincinnati

Claimant should provide the information listed below:

1. Written statement describing the incident.
2. Dated pictures of the damage, if available.
3. Written statement of costs incurred, including copies of any relevant invoices and paid receipts.
4. Copy of all claimant's insurance coverage relevant to this claim showing all deductibles.
5. Copy of written evidence that insurance has denied your claim.

Claimant's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code \_\_\_\_\_

Date of Incident: \_\_\_\_\_ Approx. Time of Incident: \_\_\_\_\_

Location of Incident: \_\_\_\_\_

Amount of Claimed Damages: \_\_\_\_\_

Witness(es):

\_\_\_\_\_  
Name Phone and Email Address

\_\_\_\_\_  
Name Phone and Email Address

Brief Description of Incident (attach additional pages as needed):

Email to: [msddamageclaims@cincinnati-oh.gov](mailto:msddamageclaims@cincinnati-oh.gov)

Mail to: Damage Claims  
Metropolitan Sewer District of Greater Cincinnati  
1600 Gest Street  
Cincinnati, OH 45204

**Please attach applicable documents listed in item 2-5 above**

*Note: If you wish to file a claim for damages caused by a sewer backup, please complete the SBU Claim Form available at [sbu.msdbg.org](http://sbu.msdbg.org)*