

# BUFFALO

## SEWER AUTHORITY

### INSTRUCTIONS FOR PREPARING A NOTICE OF CLAIM

***PLEASE BE ADVISED THAT THE INSTRUCTIONS BELOW MUST BE FOLLOWED OR YOUR CLAIM WILL BE RETURNED TO YOU.***

1. CLAIM(S) must be submitted within Ninety (90) days after the claim arises.
2. THE NOTICE OF CLAIM(S) shall contain the following information:
  - a. **NAME AND ADDRESS** OF THE CLAIMANT.
  - b. **NATURE OF CLAIM**: Personal Injury, Property Damage
  - c. **DATE, TIME, PLACE AND MANNER** in which claim arose.
  - d. **If the claim is for property damage, please submit THREE (3) different estimates of repair or copy of receipted bill(s). Claimants are responsible for all bills pending the investigation and final determination of a claim.**
3. TWO (2) COPIES of the **NOTICE(S) OF CLAIM(S)** must be signed at the bottom and sworn to by, or on behalf of the claimant, before a **COMMISSIONER OF DEED OR NOTARY PUBLIC**.
4. NOTICE(S) OF CLAIM(S) must be served upon the Buffalo Sewer Authority's Office personally or by Certified Mail-Return Receipt Requested, or by Registered Mail- Return Receipt requested at:

BUFFALO SEWER AUTHORITY  
65 NIAGARA SQUARE  
ROOM 1038 CITY HALL  
BUFFALO, NY 14202

Please note: the law provides that no action shall be maintained against the Buffalo Sewer Authority to recover money damages unless, previous to the occurrence resulting in damage to person or property, written notice of the existence of a dangerous condition was actually given to the Buffalo Sewer Authority, and the condition was not corrected within a reasonable time thereafter.

(Please make a copy of the Notice of Claim for your records)