



DTE Energy

Dear

This is in response to your recent inquiry concerning damages and/or losses.

By completing the attached form as thoroughly as possible, you can help us to efficiently evaluate and process your claim. Upon receipt of your damage claim, you will receive an acknowledgement letter identifying the assigned Claims Representative. An investigation will be conducted and a decision will be rendered as quickly as possible. Once the investigation is complete, you will receive a letter with our decision.

Storm Damage: The Company will not be responsible for damages resulting from weather related conditions, i.e. storms, wind, ice, and lightning.

Equipment Failure: The Company will not be liable for damages caused by any interruption of service, i.e. frozen regulators, incidents beyond our control, vandalism, tree or animal contact, scheduled outages, voltage or frequency variation, single phase supply to three phase lines, or reversal of phase rotation unless the Company fails to exercise reasonable care and skill in furnishing the service.

It may be required that you attach supporting documentation as defined below:

Vehicle Damage: Please attach copies of estimates from two repair shops on their printed invoice or estimating form. (We reserve the right to request an independent estimate).

Food Spoilage: Please attach an itemized list of spoiled items showing the price of each and the total for all items, and copies of receipts or method of payment, if any.

Property or Equipment Damage: Please attach detailed copies of repair bills or two detailed estimates. Invoices and/or estimates must be on printed forms. If the damage requires emergency repairs, i.e. water damage, photographs are required showing the damages incurred prior to repair. (Note: Our investigation may include field inspections to verify damages claimed and to obtain such other proof as required by the circumstances of the case).

*Actual cash value (original cost less depreciation) is the basis for settlement on items not economically repairable.

DTE Energy- Damage Claims Management 1-800-477-4747

Electric _____ Gas _____

Investigation of this claim will only begin upon return of this completed form to DTE Energy

DAMAGE CLAIM FORM

DTE Energy
Damage Claims Management
Fax - 1-800-845-0351 Or
Email - Damage_Claims_2@dteenergy.com

Property Owner _____ Tenant _____

PLEASE PRINT

Name: Mr./Mrs./Ms		Spouse's Name		Home Telephone	Event Work Telephone
Mailing Address		Apt. No	City		State/Zip
Date of Incident	Time		Location of Incident		
Description of Incident					
DESCRIPTION OF PROPERTY DAMAGE: Please attach repair estimates, invoices, proof of purchase, photos, or supporting documents. For food spoilage, please include a separate itemized list of each item of food spoiled and documentaion of cost.					
ITEMS	MODEL/SERIAL NO.	AGE	REPAIR COST	CLAIMED AMOUNT	

*Please note we evaluate food spoilage complaints based on the recommended guidelines from the U.S Department of Agriculture:
Acutal cash value (original cost less depreciation) is the basis for settlement on items not economically repairable.

Have you contacted your insurance carrier? <input type="checkbox"/> Yes <input type="checkbox"/> No	Name of Company or Agent	Telephone of Agent
I understand that DTE Energy will review all documentation in support of the claim. I certify that the foregoing is true and corrent.		
Signature: _____		Date: _____

Please return the completed Damage Claim form, with related information to:

DTE Energy
Damage Claims Management
Fax - 1-800-845-0351 Or
Email - Damage_Claims_2@dteenergy.com