



CLAIMS FOR UNUSUAL OCCURRENCES

The incident must be reported to the Directorate of Housing and/or the Department of Public Works (DPW) and an incident report completed. Submit a copy of the incident report with your claim.

The following documents are required to file your claim:

- **DD FORM 1842** and **DD Form 1844**: Complete one copy of the DD Form 1842 and one copy of the DD Form 1844. An original signature is required on the DD Form 1842.
- **Housing Report**: A copy of your housing report stating the circumstances must be submitted with your claim.
- **Substantiation** of the value of the Damaged items: Receipts, bill of sale, replacement costs, photographs, owner's manuals, etc. will help the Claims Office determine the value of the items claimed. Photographs will help the Claims Office to determine the severity of the damage and help to clarify the circumstances regarding the incident.
- **Vehicle Damage**: If a vehicle is damaged due to an unusual occurrence, provide a copy of the title or registration and proof that the vehicle was insured at the time of the incident. Depending on the circumstances of the incident, you may have to file with your insurance company and provide a copy of your policy.
- **Property Damage**: If your claim involved property damaged due to an unusual occurrence in government quarters, and you have insurance, ie: renter's insurance, you will have to file with your insurance company for your losses first.