GUIDELINES FOR COMPLETING A SPILL FUND CLAIM APPLICATION FOR CONTAMINATED PRIVATE WELLS

This guideline is to aid homeowners and businesses in the completion of a Spill Compensation Fund Claim for damages related to contaminated potable wells. For all other types of damage claims, the application must be completed in full.

- Check off box when section is completed -

**Section I. Claimant Identification Information**

☐ Complete numbers 1 through 9.

**Section II. Discharge and Damage Statement**

☐ Complete numbers 10 and 11 if you know or have reason to believe where the contamination is coming from and who is responsible for the discharge of the contamination.

☐ Complete 12a through 12n.

* ☐ Must Complete 12b indicating when you discovered the damage. This space must be completed with a date. Perspective Claimants shall submit any claims to the Department no later than ONE (1) year after the date of discovery (of damages).

☐ Complete 12k indicating when you purchased the property.

**Section IV. Insurance/Other Claims**

☐ Complete 22-27. *(Do not leave YES or NO questions blank, you must select either one.)*

**Last Page**

☐ Sign the certification and have it notarized by a Notary Public or by an Attorney at Law.

Also remember to (Check-Off):

☐ Provide copies of INITIAL and CONFIRMING water test results from a NJ certified water-testing laboratory.

☐ Include a copy of CURRENT TAXBILL or DEED.

☐ Indicate if a public waterline is fronting or near your property.

☐ If a waterline is available, provide THREE (3) ESTIMATES from plumbers to HOOK-UP and THREE (3) ESTIMATES from CERTIFIED well sealer to SEAL the well.

☐ If no waterline is available, provide THREE (3) ESTIMATES for a Point-of-Entry Treatment (POET) system.

☐ Keep a COPY of the application and documents for your personal records.

☐ Submit claim by CERTIFIED MAIL, or by other means that provides a receipt showing date of mailing and date of delivery.