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.)*

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☐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.

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