

How to Settle Your Claim and Get the Money You Deserve

Name: _____ Phone #: H. _____ W. _____ **EXTERIOR DAMAGE**
 Property Address: _____

Begin at the front of your property and work your way around, checking off any damages.

Damaged Areas	Front	Right	Left	Rear
Roof				
Roof material is:				
Roof life expect() age of roof ()				
Decking (material under roof)				
Roof trusses				
Chimney				
Skylights				
Drip edge (metal edge of roofing)				
Flashing (metal in roof valleys or edge)				
Ridge vent				
Vents				
Rain gutters				
Down spouts				
Soffit (area up under edge of roof)				
Fascia				
Masonry damage				
Vinyl or aluminum siding				
Wood damage				
Window damage: Type of window:				
Shutters				
Awnings				
Door damage				
Sliding glass doors: Other:				
Porch damage				
Fan damage				
Exterior light				
Exterior electrical				
Air conditioning				
Other:				
Other Structures				
Deck				
Pool				
Pool enclosure				
Fence				
Gazebo				
Other:				
Landscaping				
Tree Type() Num.() S()				
Tree Type() Num.() S()				
Shrubbery Type:				

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Name:

Phone # H.

W.

INTERIOR DAMAGE

Property Address:

Beginning at your entry, look at the ceiling and proceed to walls and floor. Check off all damages in each room.

Damaged Areas	Entry	Living	Dining	Family	Den	Break
Attic						
Ceiling insulation						
Ceiling lights						
Ceiling fan						
AC/Heat vents						
Ceiling: mater. ()						
Crown molding						
Walls						
Wall insulation						
Wallpaper						
Paneling						
Window treatments						
Electrical outlets						
Door and trim						
Window trim						
Chair rail						
Baseboard						
Shoe molding						
Wood floor						
Carpet						
Tile						
Vinyl flooring						
Sub floor						
Other:						
Other:						
Other:						
Other:						

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INTERIOR DAMAGE

Property Address:

⊕ Begin at ceiling and proceed to walls and floors. Look inside cabinets to check walls. Note all damages.

Damaged Areas	Kitchen	Pantry	Utility	Laundry	Garage	AC
Attic						
Ceiling insulation						
Ceiling lights						
Ceiling fan						
AC/Heat vents						
Ceiling: Mater.						
Crown molding						
Walls						
Wall insulation						
Wallpaper						
Outlets						
Paneling						
Window treatments						
Electrical outlets						
Door and trim						
Window trim						
Chair rail						
Lower cabinets						
Upper cabinets						
Countertop						
Tub tile						
Tub faucets						
Sink						
Shower tile						
Mirror						
Baseboard						
Shoe molding						
Wood floor						
Carpet						
Tile						
Vinyl flooring						
Sub floor						
Exhaust vent						
Garbage disposal						
Dishwasher						
Refrigerator						
Washer						
Other:						
Other:						
Other:						

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INTERIOR DAMAGE

Property Address:

Begin at the ceiling then proceed to walls and floors. Check off damages

Damaged Areas	M. Bed	Bed 1	Bed 2	Bed 3	Hall 1	Hall 2
Attic						
Ceiling insulation						
Ceiling lights						
Ceiling fan						
AC/Heat vents						
Ceiling: mater. ()						
Crown molding						
Walls						
Wall insulation						
Wallpaper						
Paneling						
Window treatments						
Electrical outlets						
Door and trim						
Window trim						
Chair rail						
Baseboard						
Shoe molding						
Wood floor						
Carpet						
Tile						
Vinyl flooring						
Sub floor						
Other:						
Other:						
Other:						
Other:						

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