

Date _____ / _____ / _____

Your File # _____

Information required to process your claim. When all CHECKED items are completed mail to address on the business card. NO FAXES
I agree that information will be provided within 14 days from above date.

Only Checked Items Apply:

____ Copy of declaration page for your other Insurance (Not Flood)

Complete and Return:

____ Field Survey ____ Claims Handbook Receipt

____ All invoices and/or estimates for emergency repairs.

ESTIMATE TO REPAIR: (If not repairable note from contractor stating why)

____ Furnace/Boiler ____ H/W Heater ____ A/C System ____ Washer & Dryer

____ Water Pump ____ Electrical ____ Plumbing ____ Alarm ____ Foundation

____ Other _____

ESTIMATE TO REPLACE:

____ Furnace/Boiler ____ H/W Heater ____ A/C System ____ Washer & Dryer

____ Water Pump ____ Electrical ____ Plumbing ____ Alarm ____ Foundation

____ Other _____

____ Your contractors estimate to repair all flood damages.

____ Sort damaged from undamaged property. Call when completed.

____ Complete Property (Contents) worksheets (type or print with neatly)

____ Complete contents using excel and mail disk.

____ Invoice for recently purchased (1 yr or newer) items listed on above worksheet.

____ 4-6 Photos showing flooding inside and/or outside

____ Copy of Adjusters worksheets from prior _____ flood claim.

____ Documents to confirm repairs from above claim.

____ Letter of satisfaction of mortgage ____ Letter of transfer of mortgage.

Copy of :

____ Death Certificate ____ Power of Attorney ____ Letter of representation

Other _____

If we work together we can conclude your claim within 2-4 weeks from above date. We must conclude your claim within 45 days from the date of loss. If not you will need to file a Proof of Loss within 60 days of date of loss.