

## Claim Checklist

- Read your policy and familiarize yourself with the claim requirements of your insurance company. Your agent and adjuster can answer any policy questions you may have.
- Take inventory and document all damage to property and belongings while it is still fresh in your mind.
- Take comprehensive photos of the damage. You can never have too many photos!
- Save any evidence of the cause of the damage. (example: hot water heater, faulty plumbing parts)
- Save all your receipts related to the claim including receipts related to "loss of use", such as restaurant receipts.
- Get approval from the adjuster prior to starting any repairs, he/she may want to see the damages.
- Stay in contact with the adjuster assigned to your claim.
- Please understand that your adjuster may provide you with a repair estimate based on the best information they have available at that time, but that the scope and cost of repairs may change. Your insurance adjuster will work with repair contractors to address any additional work that may be needed.

## Important Information

Insurance Co.: \_\_\_\_\_ Notes: \_\_\_\_\_

Claim #: \_\_\_\_\_

Policy #: \_\_\_\_\_

Disaster Date: \_\_\_\_\_

Agent: \_\_\_\_\_

Phone: \_\_\_\_\_

Adjuster: \_\_\_\_\_

Phone: \_\_\_\_\_



**(570) 963-1123**

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