Insurance Assurance Inc. – Public Adjuster
Phone : 321-735-6428
Fax   : 321-735-0266
Email : insuranceAssurance@hotmail.com

Claim Document Check List

☐ Copy of the complete policy.

☐ Copies of all communications between yourself and the insurance company.

☐ Copies of payment received from the insurance company (if any).

☐ Copy of the Adjuster's Summary, any engineering reports etc.

☐ Copies of any communications, contracts, invoices, checks, receipts from contractors or anyone else that performed any repairs or temporary repairs to premises.

☐ Any appraisals or inspections done at time of purchase or refinancing.

☐ Inventory of personal property damaged and any receipts if available.

☐ Digital files of Pictures; pictures of damaged property before (if available) and after the loss. Your Public Adjuster will have thumb drive/USB Flash drive, you can either copy from your computer or provide a CD. If digital files are not available, you can provide copies of pictures.

☐ Any other documents related to the claim.

☐ Have all damaged property accessible for inspection.

Residential

☐ If all or part of your home was damaged and you had to make other accommodations;   receipts for lodging, leases, additional expenses incurred such as eating out etc.

Commercial

1. Have your operations been interrupted?

   ☐ Copies of Loss of Income documents such as cancellation of product delivery, Rent roll, proof of income before and after the loss, postponed contracts, etc.
2. Have you had your personnel work on clean up or assist in any temporary repairs?

   ☐ Any payroll records, hours, statements to reflect loss for personnel work on clean up, repair or expended time as result of your damage.
3. Did you purchase any additional equipment and materials?

   ☐ Receipts / Invoices
4. Did you have to relocate as result of damages?

   ☐ Supporting documents such as Leases, contracts, checks etc.
5. Did you suffer loss of income/additional labor expenses as result of damages?

   ☐ Provide documentation, copies of invoices, checks,   etc. for any of these losses
6. All   documents related to Business interruption and extra expense claims if to be presented