



Insurance Claim Documentation Checklist

Photo & Video Evidence

- ☐ Capture wide-angle photos of each damaged room
- ☐ Record close-ups of leaks, stains, and warped materials

Receipts & Invoices

- ☐ Keep receipts for emergency purchases (towels, pumps)
- ☐ Save invoices from contractors and rental equipment

Professional Reports

- ☐ Include initial damage assessment from mitigation team
- ☐ Attach any structural or mold inspection reports

Correspondence Log

- ☐ Log all calls and emails with adjusters
- ☐ Note names, dates, and key discussion points

Who to Contact

- ☐ Insurance adjuster assigned to your claim
- ☐ Restoration company project manager
- ☐ Remediation or engineering specialist if needed