



## INSURANCE CLAIMS PROCESS

Call your insurance company to file a claim for damages incurred on \_\_\_\_\_  
(Date of Loss).

When you call in your claim, you will be given a claim number. You will also be assigned an adjuster to handle your claim. Record this information below. Please be sure to ask for First and Last Name along with a good phone number.

Claim Number: \_\_\_\_\_

Adjuster's Name: \_\_\_\_\_

Adjuster's Phone Number: \_\_\_\_\_

Typically, the adjuster will call you back in 3/5 business days to schedule an inspection of damages meeting. Once they do so, give them my name and number and ask that they contact me to schedule the inspection meeting. Make sure they know that you want your contractor present for the inspection meeting.

If adjuster gives you a date and time for the inspection meeting, record the information below and contact me immediately afterwards.

Inspection Date: \_\_\_\_\_

Inspection Time: \_\_\_\_\_

The only way to make sure you are fairly represented during the inspection meeting is to make sure that I am present. Please contact me as soon as you get this information so I can be at your property to represent you.

Claims Representative: \_\_\_\_\_

Claims Representative's Number: \_\_\_\_\_