

Documentation Required for Payment of Property Claims

The supporting documentation outlined below must be provided for all claimed items.

If a loss involves multiple buildings/locations, all property damage must be itemized by building/location.

Mitigation

- Invoices – must be itemized
- Detailed list of equipment used by day
- Daily logs
- Drying logs
- Moisture maps

Repairs

- Work Orders
- Invoices for repairs/temporary repairs – must be itemized
- Quotes or bid documentation
- Contract with vendor(s)
- Pay Apps, if applicable

Internal Labor

- Work Orders including details regarding work performed, labor hours, labor rate, detailed material costs, including receipts/invoices for materials.
- Description of activities performed
- Employee name
- Employee type (hourly/salaried)
- Dates and hours worked
- Employee time cards
- Work order documents
- Detailed material costs, including receipts/invoices for materials

Business Personal Property

- Inventory of damaged property
 - Description of property
 - Description of damage
 - Condition (destroyed, damaged, needs cleaning, etc.)
 - Model number, serial number and asset tag number, if applicable
 - Quantity
 - Age of property
 - Cost
 - Invoices, receipts and purchase orders

Extra Expenses

- Documentation and invoices related to extra expenses and expediting expenses such as rent for temporary lease space, storage costs, utilities, etc.