

# Home Restoration Action Checklist

- \_\_\_\_ Have property inspected for damage:

\_\_\_\_ yes damage \_\_\_\_ no/little damage

Interior: \_\_\_\_ yes \_\_\_\_ no

- \_\_\_\_ Call insurance company for claim

Insurance company Name and Contact Info

Company Name \_\_\_\_\_

Phone \_\_\_\_\_

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

- \_\_\_\_ Within 24-48 hrs your adjuster will call to set appointment
- \_\_\_\_ Call Peak to Peak Roofing to meet your adjuster for the inspection
- \_\_\_\_ Sign agreement for Peak to Peak to represent you with your insurance company and mortgage company.
- \_\_\_\_ Once damage is confirmed by adjuster, within 3-5 business days, you will receive an insurance scope of loss and check from your insurance company made out to you and your mortgage holder if there is one.
- \_\_\_\_ Go over scope of loss to make sure insurance has covered all of the damage

- \_\_\_\_\_ Contact mortgage company for forms and procedures of getting check endorsed

Mortgage Co \_\_\_\_\_

Phone # \_\_\_\_\_

Loan # \_\_\_\_\_

Last 4 SS# \_\_\_\_\_

- \_\_\_\_\_ Understand insurance payment process, ACV, RCV, Depreciation, Supplements
- \_\_\_\_\_ Complete final contract, schedule start date, pay initial check to contractor for materials
- \_\_\_\_\_ Discuss and understand final payment and completion process
- \_\_\_\_\_ Construction process- Homeowner should know anticipated schedule for completion of project . If multiple trades are being done, then schedule of each trade should be discussed
- \_\_\_\_\_ Final Walkthrough and Final Invoice- All work should be checked for quality and completion and homeowner will sign a completion and satisfaction form. At this point Peak to Peak will send final request to insurance company to release all final funds.
- \_\_\_\_\_ Final Payment- Upon receipt of final payment, all warranties should be received in writing and discussed. Also a LIEN RELEASE, which prohibits and party from filing a lien on the property once payment is received, shall be provided to homeowner.