

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

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

Repairs

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

Internal Labor

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