

IMPORTANT STEPS:

1. Contact your property insurance Agent. Preserve your structure and contents until an insurance representative has visited the site.
2. Secure your home or business; we can send a crew to secure your property from the elements and intruders.
3. Notify the local law enforcement agency to inform them that the site will be unoccupied.
4. Retain and document all receipts and expenditures related to your loss for the insurance company and IRS.
5. Do not clean or disturb anything – improper cleaning methods can cause further damage to the structure and/or contents.
6. Photograph the structure and contents damage.
7. Contact Encore Restoration, L.L.C.
8. Notify relatives, friends, and neighbors of your temporary contact information.

IMPORTANT CONTACT INFORMATION:

Date of Loss: _____

Agent Name: _____

Agent Phone: _____

Adjuster Name: _____

Adjuster Phone: _____

Policy Number: _____

Claim Number: _____

Mortgage Co: _____

Red Cross: _____

Salvation Army: _____

Babysitter: _____

Daycare/School: _____

Fire Dept: _____

Post Office Number: _____

News Paper Delivery: _____

Kennel: _____

Phone Provider: _____

Electricity Provider: _____

Gas Provider: _____

Cable Provider: _____

Temporary Address: _____

Encore Restoration, L.L.C.: **1-888-362-6787**

Encore Contact: _____

QUESTIONS FOR INSURANCE CO:

RUSH ITEMS:

CRITICAL CONTENTS:
