

Keep a complete record of every contact, payment, and decision related to your storm damage claim.

### SECTION 1 — Property & Policy Information

Policyholder Name	
Property Address	
Insurance Company	
Policy Number	
Agent Name	
Agent Phone / Email	
Policy Type (HO-3, HO-5, etc.)	
Deductible Amount	

### SECTION 2 — Storm Event Details

Storm Date	
Storm Type (hurricane, hail, tornado, etc.)	
NOAA Event / Storm Name	
Wind Speed at Property (if known)	
Initial Damage Description	

### SECTION 3 — Claim Filing Log

Claim Number (assigned by insurer)			
Date	Time	Rep Name	Call Notes / Action Items


**SECTION 4 — Adjuster Inspection**

Adjuster Name	
Adjuster Phone / Email	
Inspection Date	
Scope of Loss Summary	
Adjuster Estimate Total	
Notes / Disputes	

**SECTION 5 — Payout Tracking**

Payment Type	Amount	Date Received	Check #
Initial ACV Payment			
Supplement Payment			
Depreciation Release			
Final Payment			

**SECTION 6 — Contractor Details**

Contractor Company Name	
Contractor License Number	

Contractor Phone	
Contract Signed Date	
Contract Amount	
Start Date	
Completion Date	
Permit Number	
Final Inspection Passed	