

STORM DAMAGE WORKBOOK



A Guide to Staying Organized in Your Case



GALINDOLAW
TRIAL ATTORNEYS

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ABOUT THE WORKBOOK

Hello and Welcome to Galindo Law

We understand that this may be a difficult time for you and your loved ones. Our legal team is here for you and we want to support you in every way we can throughout your claim.

Life can be hectic and things can become easily scattered, so in an effort to help you stay organized at home, we created this easy workbook that can guide you on some of the most important things you can do for your case. It is our hope that it will be a resource that you can refer to as needed and give you a place to journal your important case information. The ultimate goal is for us to work together to get you and your family the justice you deserve!



RECORDING THE INCIDENT



Things can be rather chaotic after a storm. Sometimes we forget to record the details of what happened. Use these pages to make your own statement of what occurred, and notate the important information while it is fresh in mind.

DATE OF THE INCIDENT: _____ TIME: _____ AM / PM

AREA AFFECTED: _____

CLAIM TYPE(S) ☐ RESIDENTIAL ☐ COMMERCIAL ☐ MULTIPLE PROPERTIES

☐ FLOOD ☐ WIND ☐ ICE & SNOW/FREEZE ☐ FIRE ☐ OTHER

☐ CONTENTS ☐ ADDITIONAL LIVING EXPENSES ☐ BUSINESS INTERRUPTION

DAMAGED PROPERTY ADDRESS

(if more than one property, you can use the Notes section to list all properties.)

STREET: _____

APT/SUITE #: _____

CITY: _____ STATE: _____ ZIP: _____

INCIDENT DETAILS (DESCRIBE WHAT HAPPENED)

[illegible]

DAMAGE QUESTIONNAIRE

What specific damages were caused by the storm?

Answer:

How has the storm impacted you, your daily tasks, your family, or your business?

Answer:

Did you have pre-existing damages?
Please specify.

Answer:

PROPERTY DAMAGE LIST

[illegible]

POST-STORM CHECKLIST

☐ **Inspect the Roof**

As the most susceptible to wind and storm damage, make sure to check the roof for damaged shingles and seams, broken or missing materials, holes or gaps, loose and fallen debris, and any water stains or discoloration.

☐ Thoroughly Check Windows

Whether single or double pane, windows can easily take on damage from a large storm. Inspect for cracks and dents in frames, rips or holes in window screens, broken panes or damage to the seal in double panes.

- ☐ Investigate the Attic & Crawl Spaces

Make sure to inspect the hidden areas like attics and crawl spaces for flooding and water damage.

☐ Check Gutters & Pipes

Pipes, gutters and downspouts can be cracked or chipped, or even be obstructed with debris.

☐ Assess Fences, Decks & Porches

It's common for exterior surfaces to experience breaking, paint chipping, cracking and other damages.

☐ Inspect Driveways & Walkways

Be aware of the ground surfaces, and inspect for cracks in the sidewalk or gravel astray.

☐ Be Mindful of Trees & Debris

Take a look at all trees and plants on your property, as well as your direct neighbors.

☐ Chipped Brick or Damaged Siding

Large storms and debris frequently chip brick, which can devalue your home. Some types of brick are very hard, but also very brittle and susceptible to chipping. Insurers will attempt to point out issues pre-dating the storm but pre-existing chips do not cancel out damage caused by a new storm.

☐ Contents & Personal Property

Make sure to list any damaged contents or personal items inside or outside of the home, especially big ticket items like furniture, computers, TVs, appliances, etc.



Sometimes property damages are not obvious, especially just recently after a storm. You can use this area to detail your findings as you see them, and prepare a list for the insurance claims adjuster's inspection.

INSURANCE COMPANY INFORMATION



PRIMARY PROPERTY INSURANCE COMPANY

COMPANY NAME: _____

ADDRESS: _____

MAIN PHONE #: _____

POLICY # _____

CLAIM # _____

CONTACT (IF APPLICABLE):

NAME: _____ TITLE: _____

PHONE #: _____ EMAIL: _____



ADDITIONAL INSURANCE PROVIDER

COMPANY NAME: _____

ADDRESS: _____

MAIN PHONE #: _____

POLICY # _____

CLAIM # _____

CONTACT (IF APPLICABLE):

NAME: _____ TITLE: _____

PHONE #: _____ EMAIL: _____

EVIDENCE & DOCUMENT CHECKLIST

PHOTOS & VIDEOS

- ☐ Before & after damage photos
- ☐ Photos of damaged contents or other property
- ☐ Photos of the scene or weather
- ☐ Videos of any damages
- ☐ Photos of any injuries sustained

INSURANCE INFORMATION

- ☐ Insurance Policy
- ☐ Insurance Declarations Page
- ☐ Insurance Adjusters Report/
Estimate of Damages
- ☐ All Insurance Correspondence
(letters, emails, logged calls, etc.)
- ☐ Copies of Checks sent to the
Property Owner

REPAIR QUOTES & BIDS

- ☐ Estimates or bids on repairs
of damages from reputable
contractors

EXPENSES

- ☐ Repair invoices or receipts for
repairs
- ☐ Additional living expenses receipts
Store purchase receipts
- ☐ Any other proof of purchase that
relates to your damages

DAMAGED CONTENTS

- ☐ Inventory list of all damaged
personal property with an
estimated cost value of each item.



Every case is different, so some of the items on this checklist might not apply to your individual storm case. These are the most common items that we gather to build evidence on a property damage insurance claim.

NOTES



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COMMUNICATION LOG



This communication log can help you keep track of anyone that calls, emails, or provides you information on your claim.

[illegible]

[illegible]

DAMAGED CONTENTS INVENTORY



You can use this inventory sheet to itemize all of the damaged items inside and outside of your home.

[illegible]

[illegible]

DAMAGED CONTENTS INVENTORY (CONT...)

ITEM DESCRIPTION	ROOM	YEAR ACQUIRED	QTY	COST EACH	TOTAL COST

SUM: \$ _____

SALES TAX: \$ _____

TOTAL: \$ _____

OTHER: \$ _____

GRAND TOTAL: \$ _____

REPAIR EXPENSES LOG (CONT...)

COMPANY/VENDOR OF EXPENSE	DATE	TYPE	AMOUNT	PROOF OF PAYMENT	NOTES

TOTAL ALREADY PAID: \$ _____

ESTIMATED WORK TO BE DONE: \$ _____

WORK STILL TO BE DONE WITH NO ESTIMATE:

[illegible]

Blank lined area for writing.

thank you

FOR THE OPPORTUNITY TO SERVE YOU



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