

FIRE VICTIM RECOMMENDATIONS AND CHECKLIST

NOTIFY YOUR INSURANCE COMPANY:

- Locate and save your homeowner or renter insurance policy.
- Immediately notify your homeowner or renter insurance company that you have suffered damages from the fire (*e.g.*, real property loss/damage, personal property loss/ damage, additional living expenses, etc.).
- Keep a record of all communications with your insurance company concerning your losses/costs incurred for relocation, living expenses, repairs, replacement property purchased.

TAKE PHOTOS:

- **IF YOU HAVE TIME AND ARE NOT IN IMMEDIATE DANGER**, take photos of your personal property and your real property before you evacuate from your home or business.
- **AS SOON AS IT'S SAFE TO RETURN**, take pictures of everything that remains (even if it's just ashes).

SAVE ALL RECEIPTS

- If you evacuate, keep track of ALL of your expenses (*e.g.*, mileage, gas, food, toiletries, clothes, hotel/lodging, etc.).

LOSS OF INCOME/LOSS OF VACATION DAYS

- If the fire causes you to miss workdays or take vacation days, or interrupts your business, keep track of each day and the approximate amount of loss of income (or loss of compensable time) for each day.

KEEP A JOURNAL

- Try to keep a journal of all events/feelings surrounding the fire, your evacuation, fears, loss, and disruption of your life. This may help you not only keep track of your expenses but also help you process /work through any trauma/PTSD that you may have suffered or may suffer in the future caused by the fire.

Attached is a checklist that may assist you.

Damage to Real Property that You Own or that Your Business Owns: If you have suffered loss or damage to real property (your home or business) that you own, then please keep/compile copies of the following documents concerning your damaged property:

DOCUMENT TYPES	Do you have such documents?
Photographs of your real property (land, interior of structures, and exterior of structures) before and after the fire.	Yes: ____ No: ____ N/A: ____
Deeds, mortgages, sales records, insurance, appraisals, any inspection reports.	Yes: ____ No: ____ N/A: ____
Repair/renovation/improvement/rebuild-related documents (architectural plans, building permits, construction/ design contracts, etc.) concerning your property.	Yes: ____ No: ____ N/A: ____
Property tax bills.	Yes: ____ No: ____ N/A: ____
If you have sold the property since the fire, all listing and sales-related documents.	Yes: ____ No: ____ N/A: ____

Personal Property Loss of Damage: If you have personal property (or business property) losses/damages, then please keep/compile the following documents:

DOCUMENT TYPES	Do you have such documents?
Photographs of all your property before and after the fire.	Yes: ____ No: ____ N/A: ____
Complete list of damaged or destroyed property (use the attached excel sheet).	Yes: ____ No: ____ N/A: ____
Receipts for original purchase, repair, and/or replacement of damaged property.	Yes: ____ No: ____ N/A: ____

Evacuation/Relocation-related losses/expenses: If you evacuated your home or business due to the fire, then please keep/compile the following documents:

DOCUMENT TYPES	Do you have such documents?
Rental agreements and utility bills you paid due to the evacuation/relocation.	Yes: _____ No: _____ N/A: _____
Hotel bills/invoices, transportation-related receipts, and receipts for food/clothing purchases made due to the evacuation/relocation.	Yes: _____ No: _____ N/A: _____
Invoices or receipts for any labor/service you paid due to the evacuation/relocation.	Yes: _____ No: _____ N/A: _____
Notices or other documents you received by any governmental entity concerning the evacuation/relocation.	Yes: _____ No: _____ N/A: _____
Receipts for any purchases you made concerning other living expenses due to the evacuation/relocation.	Yes: _____ No: _____ N/A: _____

Loss of Income: If you have a loss of personal income or business income, then please keep/compile the following documents:

DOCUMENT TYPES	Do you have such documents?
Wage statements, profit/loss statements, tax documents, financial audits, or any other documents showing the amount of loss of personal income or business income.	Yes: ____ No: ____ N/A: ____
Samples of advertisements, website pages, and/or promotional materials concerning any business for which you claim a loss of income or property.	Yes: ____ No: ____ N/A: ____
Articles of incorporation, partnership agreements, sales agreements, filings, licenses, permits, etc., concerning any business for which you claim a loss of income or property.	Yes: ____ No: ____ N/A: ____
Your current resume or CV that shows your education and work history.	Yes: ____ No: ____ N/A: ____

Personal or Emotional Injury: If you suffered a physical or emotional injury due to the fire, then please keep/compile the following documents:

DOCUMENT TYPES	Do you have such documents?
Invoices, insurance, medications, and treatment-related records from your healthcare providers (doctor, therapist, psychologist) regarding your fire-related injuries.	Yes: ____ No: ____ N/A: ____
Health insurance policies, insurance statements, claims statements, and any other health insurance-related documents pertaining to the treatment for your fire-related injuries.	Yes: ____ No: ____ N/A: ____