



### INSURANCE CLAIM FORM

#### CHECKLIST OF DAMAGE

Form must be completed and submitted along with the CMA

The following property is assigned to us by our client to investigate potential insurable damage. Please fill in the appropriate information below.

<b>Loan Number:</b>	_____	<b>AMG Case No:</b>	_____
<b>Borrower Name:</b>	_____	<b>Broker Name:</b>	_____
<b>Property Address:</b>	_____	<b>Broker Phone:</b>	_____
<b>Property City/St/Zip:</b>	_____	<b>Broker Fax:</b>	_____
<b>Foreclosure Sale Date:</b>	_____	<b>Broker Email:</b>	_____
<b>Date Property Secured:</b>	_____	<b>Lockbox Combo:</b>	_____

**Date You inspected the Property:** \_\_\_\_\_

Type of Damage:       Fire     Water     Vandalism     Theft     Wind     Other

Description: \_\_\_\_\_

Date of Loss/Discovery: \_\_\_\_\_

Police/Fire Department Notified:     Yes     No

Police/Fire Contact Name & Phone: \_\_\_\_\_

Police/Fire Dept Case#: \_\_\_\_\_

Is there any vandalism?       Yes     No

Is there any graffiti?       Yes     No

If yes, the location of graffiti: \_\_\_\_\_

Is there damage that appears to be caused by an act of nature?     Yes     No

If yes, describe the damage: \_\_\_\_\_

Are there any broken windows?       Yes     No      How many? \_\_\_\_\_

If yes, is there broken glass on the carpet?       Yes     No

Are there any broken doors?       Yes     No      How many? \_\_\_\_\_

If yes, the location of the broken doors: \_\_\_\_\_

Are there any walls with holes larger than a quarter?     Yes     No

If yes, the location (by room) of the holes: \_\_\_\_\_

Are there any stains, bleach marks or burns on the carpet, linoleum or other floor coverings?     Yes     No

If yes, location (by room): \_\_\_\_\_

Are there any tears or holes in the carpet, linoleum or other floor coverings?     Yes     No

Is there any missing carpet?     Yes     No

If yes, in what rooms? \_\_\_\_\_

Does anything appear to be missing?       Yes     No

If yes, please provide explanation: (i.e. built-in appliances, cabinets, interior doors, etc.) \_\_\_\_\_

Are there water marks on the ceiling or on the walls?     Yes     No

If yes, in what rooms? \_\_\_\_\_

Is there any torn, ripped or partially removed wallpaper or other wall coverings?     Yes     No

If yes, in what rooms? \_\_\_\_\_

Does there appear to be any wind damage to the roof?     Yes     No

Approximate age of roof: \_\_\_\_\_



**NPR Capital Asset Management**  
Always On Target a division of NPR Capital, LLC

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Is there any additional information that you would like to add?