



Property Loss Claim Checklist

Secure Your Home/Property

- It is your duty to protect your home/property from further damage. If your home/property is open to the elements, secure it: board up windows, doors, tarp the roof, walls, etc.

Claim Adjuster

- Your claim adjuster will call to set up an appointment to inspect and estimate your loss. Or he/she may just request an estimate of damages from a qualified contractor. He/she will discuss what your policy affords you with regards to coverage.

Repairs

- Choose a contractor to provide you an itemized estimate for damages if your home/property is repairable.

Inventory

- If property was lost or damaged, start an inventory list. It will be your responsibility to inventory all damaged property. Do not discard any damaged property until given permission by the adjuster. Your company adjuster or your Tompkins Insurance representative can provide inventory worksheets for your use.

Claim Check

- If there is a mortgage on your property and the lending institution is listed on the policy, they may be named on the claim check. Contact your lending institution regarding their procedure for claim checks.
- If there was previously a loan on the property that has since been satisfied, please check with your Tompkins Insurance representative to ensure you provided us with the proper documentation to remove them from your policy. If the lending institution is still named on the policy, it is extremely important to provide your Tompkins Insurance representative with proof that the loan has been satisfied.