



## Insurance Claim Checklist

Once your insurance company has processed your claim and issued you a loss claim check, you will need to determine whether you will hire a contractor to complete the repairs or if you will complete the repairs yourself. Use the following checklist to ensure you provide PNC Mortgage with the items required to process your request.

**Contractor Option:** You enter into an agreement with a licensed contractor to perform the repairs.

1. Return the following items:
  - a. Executed Waiver of Lien and Certificate of Workmanship for each contractor
  - b. Endorsed check with loan number written on the front of the check
  - c. Mortgage Affidavit (signed and notarized)
  - d. Contractor's information:
    - i. Name
    - ii. Phone and fax numbers
    - iii. Federal Tax ID number
    - iv. Contractor license number
  - e. Copy of:
    - i. Insurance adjuster's statement including a list of damages and coverage amounts (The statement must be printed on the adjuster's letterhead.)
    - ii. Signed contractor's estimate (The estimate must be printed on the contractor's letterhead and reflect the business address.)
    - iii. Signed contractor's agreement (The agreement must be printed on the contractor's letterhead and reflect the business address.)
    - iv. Receipts for work completed or materials purchased
2. All disbursements will be made payable to both the mortgagor and contractor unless the mortgagor sends PNC Mortgage a written request to disburse otherwise.

**Do-It-Yourself-Option:** You do not enter into an agreement with a licensed contractor to perform the repairs. Your loan must be current to select the Do-It-Yourself option.

1. Return the following items:
  - a. Endorsed check with loan number written on the front of the check
  - b. Mortgage Affidavit (signed and notarized)
  - c. Copy of:
    - i. Insurance adjuster's statement including a list of damages and coverage amounts (The statement must be printed on the adjuster's letterhead.)
    - ii. Material quotes obtained from the supplier (The quotes must be printed on the company's letterhead.)
    - iii. W9 from the supplier
    - iv. Receipts for work completed or materials purchased
2. All disbursements will be made payable to the mortgagor.



Regardless of the option you select, all of the following statements apply to your claim.

- Repairs must comply with applicable state and local codes and regulations governing residential repair or reconstruction including, but not limited to, building codes, zoning codes, work permits and inspections.
- The initial disbursement is to cover a percentage of the material costs.
- Subsequent funds will be released upon verification that the prior released funds were used to complete repairs.
- An insurance loss inspection is performed to determine the percentage of work completed.
- A final insurance loss inspection will be scheduled, at no cost to you, after PNC receives notification that 100% of the work has been completed.
- The remaining funds will be released after PNC receives satisfactory inspection results and a signed Statement of Satisfaction.