



## Insurance Claim Checklist

In the event your insurance company has processed your claim and has issued you a loss claim check, you will need to determine whether you will hire a contractor to do the repairs or if you will complete the repairs yourself. The following is a checklist for the items we will require to process your request.

1) **Contractor Option** - (You enter into an agreement with a licensed contractor to perform the repairs)

A. Return the following items:

- I) Copy of insurance adjusters statement (list of damages and coverage amounts)
- II) Copy of agreements with contractors
- III) Contractors information that includes: Name, Phone and fax number, Federal Tax ID number and contractor license number
- IV) Copy of receipts for work already completed or materials already purchased
- V) Executed Waiver of Lien and Certificate of Workmanship for each contractor
- VI) Endorsed check with loan number included (if not already sent)
- VII) Notarized Mortgagor Affidavit

B. All disbursements will be made payable to both the mortgagor and contractor unless PNC Mortgage has received a written request from the mortgagor to disburse otherwise.

C. Your signed Statement of Satisfaction will need to be returned upon completion of the repairs.

2) **Do-It-Yourself Option** - (You do not enter into an agreement with a licensed contractor and elect to perform the repairs yourself)

A. Return the following items:

- I) Copy of insurance adjusters statement (list of damages and coverage amounts)
- II) Copy of material quotes obtained from a supplier
- III) Copy of receipts for work already completed or materials already purchased
- IV) Affidavit completed by mortgagors and notarized
- V) Endorsed check with loan number included (if not already sent)

B. All disbursements will be made payable to the mortgagors.



Regardless of the option you select, all of the following apply:

- ✓ 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 completion.
- ✓ Upon work completion and notification to PNC Mortgage, a final insurance loss inspection will be scheduled at no cost to you or your account.
- ✓ With satisfactory inspection results and a signed Affidavit of Satisfaction, the remaining funds will be released.
- ✓ Some insurance loss settlements may include a recoverable depreciation amount. Typically, the insurance company will require verification from you that the repairs are complete to your satisfaction before releasing these amounts.



**AFFIDAVIT**

TO: PNC MORTGAGE

1. WE, THE UNDERSIGNED MORTGAGORS/INSUREDS, HEREBY STATE THAT THE \_\_\_\_\_ DAMAGE TO THE PROPERTY LOCATED AT \_\_\_\_\_ REPAIRED (HAS BEEN/WILL BE) IN A GOOD WORKMAN LIKE MANNER; THAT ALL BILLS FOR THE MATERIALS OR LABOR \_\_\_\_\_ PAID IN FULL FROM (HAS BEEN/WILL BE) THE INSURANCE LOSS PROCEEDS; THAT NO MECHANIC'S OR MATERIALMEN'S LIENS WILL BE FILED AS A RESULT OF THE REPAIRING OF THE DAMAGE LISTED AS FOLLOWS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. WE ACKNOWLEDGE THAT, UPON EXECUTION OF THIS AFFIDAVIT, PNC MORTGAGE WILL RELEASE THE \_\_\_\_\_ INSURANCE COMPANY FUNDS IN THE AMOUNT OF \$ \_\_\_\_\_, AS PROCEEDS OF THE INSURANCE LOSS CLAIM FILED UNDER POLICY # \_\_\_\_\_.

\_\_\_\_\_  
(DATE)

\_\_\_\_\_  
(MORTGAGOR/INSURED)

\_\_\_\_\_  
(ACCOUNT NUMBER)

\_\_\_\_\_  
(CO-MORTGAGOR/INSURED)



**WAIVER OF LIEN**

TO: PNC MORTGAGE

1. WE, THE UNDERSIGNED CONTRACTOR(S), HEREBY STATE THAT THE DAMAGE TO THE PROPERTY LOCATED AT \_\_\_\_\_  
\_\_\_\_\_ REPAIRED IN A GOOD WORKMAN LIKE MANNER:  
(HAS BEEN/WILL BE)  
THAT ALL BILLS FOR THE MATERIALS OR LABOR \_\_\_\_\_  
(HAS BEEN/WILL BE)  
PAID IN FULL FROM THE INSURANCE LOSS PROCEEDS; THAT NO MECHANIC'S OR MATERIALMEN'S LIENS WILL BE FILED AS A RESULT OF THE REPAIRING OF THE DAMAGE LISTED AS FOLLOWS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. WE ACKNOWLEDGE THAT, UPON EXECUTION OF THIS WAIVER, PNC MORTGAGE WILL RELEASE THE \_\_\_\_\_  
\_\_\_\_\_ INSURANCE COMPANY FUNDS IN THE AMOUNT OF \$ \_\_\_\_\_, AS PROCEEDS OF THE INSURANCE LOSS CLAIM FILED UNDER POLICY # \_\_\_\_\_.

\_\_\_\_\_  
NAME (PLEASE PRINT)

\_\_\_\_\_  
(CONTRACTOR)

\_\_\_\_\_  
(ACCOUNT NUMBER)

\_\_\_\_\_  
(SUB-CONTRACTOR)

\_\_\_\_\_  
(DATE)