

☑ **Field Adjuster Checklist**

	Did you CONTACT the insured within 24 hours?
	Did you INSPECT the claim within 72 hours?
	Did you UPLOAD the claim within 48 hours
	ROOF CLAIMS
	Did you measure and photograph all slopes? If not, you must explain why.
	Did you clearly identify covered damage to the roof?
	Did you perform a 10' x 10' test square on the roof (if hail claim)?
	If there were any other exterior damage to the property, did you inspect the roof?
	WATER CLAIMS
	Did you identify the source of the water?
	Did you take carpet/vinyl samples if the damage is over 15 sq. yards and/or are we paying for higher premium flooring? (ITEL www.itelinc.com)
	Did you inspect the crawlspace (flooring damage) or attic (ceiling damage)?
	Was a moisture meter used? Is mitigation/assistance needed?
	Were contents damaged? If so, you will need clear documentation of all the damaged items.
	ALE—have the insured forward any receipts, etc. to the claims office
	TREES
	Two line items in your estimate (remove the tree off the damaged structure and cut/haul the tree debris).
	No coverage for trees, “just down in the yard” unless specifically advised.
	SIDING
	Did you measure and diagram all elevations?
	Is the siding confirmed matchable? If there is an issue, obtain a sample and send to office or ITEL (www.itelinc.com)
	GENERAL
	Was OH and P required? (3 legitimate trades)
	Is there a deductible included in your estimate?
	Is the ICA header in your estimate? (no model opening statement)
	Are Base Service Charges set to “Do Not Apply”?
	Are all subjects addressed in your GLR? (coverage, damages, subrogation, salvage, ITV)
	Did you upload SOL, GLR, ITV, photos, and estimate?