ClaimPrep

ClaimPrep Damage Documentation Checklist

Use this checklist before, during, and after property damage to create organized, claim-ready documentation for your insurer, contractor, or advisor.

1	**Stay safe first**	Leave unsafe areas. Do not enter flooded, burned, mold-contaminated, or structurally damaged rooms. Call emergency services when needed.
2	**Stop further damage**	Take reasonable mitigation steps: shut off water, cover openings, move items away, ventilate when safe, and keep all receipts.
3	**Document immediately**	Take wide photos, close-ups, videos, timestamps, room names, affected materials, damaged items, and visible source of damage.
4	**Keep a clear timeline**	Write down when the event happened, when you discovered it, who you contacted, and what actions were taken.
5	**Save proof and expenses**	Collect invoices, repair estimates, hotel costs, cleanup receipts, contractor messages, emails, and before/after photos.
6	**Contact insurer**	Notify your insurance company as required by your policy. Save the claim number, adjuster details, and all communication.
7	**Create your ClaimPrep file**	Upload photos, videos, receipts, notes, property details, and timeline so ClaimPrep can structure the documentation into a report.

What to capture in photos and videos

- Exterior / roof / window / door damage
- Room overview from each corner
- Close-ups of cracks, stains, water lines, holes
- Damaged personal property and serial numbers
- Source of damage if visible
- Receipts, estimates, invoices, cleanup costs
- Before/after photos if available
- Screenshots of weather alerts or event details

Do not forget

- Do not throw away damaged items too early unless safety requires it.
- Do not rely on memory only.
- Do not edit or filter photos in a way that changes evidence.
- Keep originals.
- Keep all communication in writing when possible.

Important notice

ClaimPrep helps organize damage documentation. It is not a law firm, public adjuster, insurance company, or emergency service. It does not provide legal advice, coverage opinions, claim valuation, or guarantee insurance payment.