

Supporting Documents, Expenses & Next Steps

Organized sample documentation for insurer submission



Supporting Documents

Document	Status	Notes
Insurer claim confirmation email	Included	Claim CLM-60218473 confirmed
Roof inspection note	Included	Probable entry point above kitchen area
Moisture / dryout note	Included	Kitchen floor and cabinet perimeter checked
Emergency tarp invoice	Included	Temporary protection requested
Cleanup supply receipt	Included	Towels, absorbent materials, plastic sheeting
Flooring repair estimate	Included	Parquet replacement / repair estimate
Ceiling / drywall estimate	Included	Ceiling patch, repaint, texture repair
Cabinet repair estimate	Included	Drying, treatment, minor panel repair

Expense Summary

Item	Type	Amount
Emergency tarp installation	Incurred	\$450.00
Roof / leak inspection	Incurred	\$195.00
Drying equipment deposit	Incurred	\$680.00
Cleanup supplies	Incurred	\$84.60
Parquet flooring repair estimate	Estimated	\$3,950.00
Ceiling / drywall repair estimate	Estimated	\$1,250.00
Cabinet drying / repair estimate	Estimated	\$980.00
Total documented amount	Combined	\$7,589.60

Next Steps

-  Submit this report and supporting files to the insurer
-  Keep damaged materials until insurer or contractor review, if safe
-  Continue monitoring affected kitchen and flooring areas
-  Save all new receipts, emails, and repair updates
-  Update claim file after adjuster inspection

Final Notice / Disclaimer



This is a fictional sample report prepared for demonstration purposes. ClaimPrep organizes documentation and supporting information. It does not provide legal advice, public adjusting services, or guarantee claim outcomes.

— Prepared by ClaimPrep Technologies LLC —

End of Sample Report

Incident Overview & Claim Information

Sample report for John Doe | Fictional Data



 1 Claim Information

 Client: John Doe

 Phone: (305) 555-0174

 Email: john.doe@example.com

 Property address: 1478 Azure Palm Lane, Miami, FL 33131

 Insurer: Atlantic Harbor Insurance Co. (fictional)

 Policy number: AHI-HO6-774921-MIA

 Claim number: CLM-60218473

 Report ID: CPR-2026-0918-JD-001

 Report prepared: September 20, 2026, 2:15 PM

 Occupancy: Owner-occupied condominium

 2 Incident Overview

On the evening of September 18, 2026, after a period of heavy rainfall and wind, water intrusion was discovered in the kitchen area. Water appeared to be entering from the roof area above the kitchen, causing drip activity, visible ceiling staining, wet cabinet edges, and moisture exposure to the parquet flooring. The resident initiated basic mitigation measures, documented conditions, and notified building management and the insurer.

 5 Immediate Actions Taken

-  Bucket and towels placed under active drip
-  Wet surface dried to reduce slipping risk
-  Photos and videos captured immediately
-  Building management notified
-  Emergency roof inspection requested
-  Insurer claim opened the next morning

 3 Affected Areas

Area	Condition Observed	Severity
Kitchen ceiling	Active drip, water stain, damp drywall	 Moderate
Upper cabinets near sink wall	Moisture at edges and backing panel	 Moderate
Parquet flooring in kitchen walkway	Surface wetness, cupping/warping beginning	 Moderate
Baseboards near kitchen entrance	Dampness and minor swelling	 Minor to Moderate

 4 Weather / Event Context

 Event type: Localized thunderstorm and heavy rainfall

 Discovery time: 10:40 PM

 Suspected source: Roof flashing or roof area seal failure above kitchen line



Detailed Timeline

Chronological documentation of events



September 18, 2026
9:55 PM

Heavy rain and gusty wind intensify in the Brickell area.



September 18, 2026
10:40 PM

John Doe notices water dripping from the kitchen ceiling near the sink and upper cabinets.



September 18, 2026
10:45 PM

Bucket, towels, and floor protection are placed to contain water and reduce slip risk.



September 18, 2026
11:05 PM

Initial photo and video documentation completed.



September 18, 2026
11:20 PM

Building management is notified by phone and message.



September 18, 2026
11:55 PM

Emergency roofing contact request submitted.



September 19, 2026
8:15 AM

Roof inspection arranged; probable entry area identified above kitchen line.



September 19, 2026
9:30 AM

Insurance claim reported; claim number CLM-60218473 assigned.



September 19, 2026
11:15 AM

Moisture checks and updated photos taken in kitchen and flooring area.



September 19, 2026
2:30 PM

Repair estimates requested for flooring, cabinetry, and drywall.



September 20, 2026
11:00 AM

Receipts, notes, and inspection documents uploaded to ClaimPrep.



September 20, 2026
2:15 PM

ClaimPrep report completed and organized for insurer review.



Key milestones



Damage discovered



Mitigation started



Claim opened



Report completed



Documentation collected by timeline stage



18 photos



3 videos



4 receipts



2 inspection notes



1 insurer confirmation

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Photo & Evidence Log

Illustrative evidence summary for sample report



 Location

Roof – Rear Section

 Timestamp

Sep 19, 2026, 8:20 AM

 Observation

Displaced shingles and worn flashing near vent pipe; probable water entry point.



 Location

Kitchen – Ceiling

 Timestamp

Sep 18, 2026, 10:42 PM

 Observation

Active drip and water staining on ceiling drywall.



 Location

Kitchen – Cabinet & Countertop

 Timestamp

Sep 18, 2026, 10:48 PM

 Observation

Moisture on cabinet edge and countertop surface.



 Location

Kitchen – Parquet Flooring

 Timestamp

Sep 19, 2026, 11:12 AM

 Observation

Parquet flooring showing cupping and elevated seams due to moisture exposure.



 Location

Kitchen – Baseboard Area

 Timestamp

Sep 19, 2026, 11:18 AM

 Observation

Elevated moisture reading detected at baseboard and toe-kick area.



 Location

Kitchen – Containment Area

 Timestamp

Sep 18, 2026, 11:02 PM

 Observation

Bucket, towels, and containment measures placed to reduce further damage.

 Evidence Inventory

 Photos

18

 Videos

3

 Receipts

4

 Inspection notes

2

 Claim emails/messages

1

 Property areas documented

Kitchen, roof area, flooring, cabinets, baseboards



All images in this sample report are illustrative and for presentation purposes only.



Property Damage Documentation Report

Prepared by ClaimPrep Technologies LLC



Client & Property Details

Client name	John Doe
Property address	1478 Azure Palm Lane, Miami, FL 33131
Property type	Condominium residence
Occupancy	Owner-occupied
Damage type	Roof leak / water intrusion
Affected areas	Kitchen ceiling, kitchen cabinetry, parquet flooring
Date of loss	September 18, 2026
Time first discovered	10:40 PM
Report prepared	September 20, 2026, 2:15 PM
Claim status	Documentation package ready for insurer review
Report ID	CPR-2026-0918-JD-001



Executive Summary

Following heavy rainfall on September 18, 2026, water entered through the roof area above the kitchen, resulting in visible moisture intrusion, ceiling staining, wet cabinetry edges, and warping of the parquet flooring.

Immediate mitigation steps were taken to minimize further damage. This report compiles photos, videos, measurements, timelines, and supporting documents organized for insurer submission and review.



Our goal is to make your claim process clear, organized, and insurance-ready.

Quick Facts



Loss Location

Kitchen



Cause

Suspected roof
water intrusion



Severity

Moderate interior
water damage



Emergency Actions

Buckets placed,
area dried, insurer
contacted



Evidence Captured

Photos, video, timeline,
receipts, inspection
notes