## **Insurance Claims Guide**

A helpful guide to navigating the insurance claims process after property damage.

- 1. Document the Damage: Take clear photos and videos of the affected areas and any valuable items impacted.
- 2. Contact Your Insurance Company: Notify your provider as soon as possible to initiate the claims process.
- 3. Mitigate Further Damage: Take reasonable steps to prevent additional damage, such as covering leaks or broken windows.
- 4. Schedule an Inspection: Allow your insurance adjuster to inspect the damage and assess the loss.
- 5. Keep Records: Save all receipts, invoices, and communication related to the damage and repairs.
- 6. Get a Professional Estimate: Work with a licensed restoration company like Master Restore to get a comprehensive damage assessment and estimate.
- 7. Review the Settlement: Understand the insurance offer and dispute if necessary with proper documentation.
- 8. Start Restoration Work: Once approved, begin the restoration process promptly to return to normal as soon as possible.