**Homeowner and Business Disaster Damage Checklist**

1. Call your insurance company and file a claim.

Claim #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date reported \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Inform your city or county Emergency Manager of your damages.

Emergency Manager #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date reported \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Take damage photos immediately. If flooding, make sure to capture the height of the water.
2. Fill out a county damage assessment form.
3. Save all receipts from any work performed.
4. Stay tuned to local media and city/county websites for disaster assistance programs.

**If damage is of a level in your community that assistance might be available:**

1. Visit a Recovery Center, if one is set up.

Spoke with\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Spoke with\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Spoke with\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Apply for Small Business Administration (SBA) loan if declared

Application # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date applied \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Apply for Minnesota Housing and Finance Disaster Recovery Loan Program (if SBA is declared).
2. Apply for FEMA Individual Assistance (if declared).
3. Ask your county Assessor about property tax abatement for disaster damages.

**Caution – Be aware of individuals with the intent to defraud homeowners on repairs and debris removal services. Check with local officials before signing contracts or paying anyone unknown to you. Recovery officials will display credentials which will identify who they are (picture/name) and the organization or agency they work for.**

Please contact your local emergency manager with further questions.