INSURANCE & LOSS DOCUMENTATION LOG

FORM REVISION	PRIVACY	REVIEW CADENCE
1.0	Private claim information when completed	Use after a covered loss or major damage event

Claims fail when dates, receipts, photographs, policy details, and conversations scatter across devices and people. This log creates one chronological record while leaving legal coverage decisions to the policy and insurer.

INCIDENT AND POLICIES

Incident / event

Date and time discovered

Location

Affected property / vehicle / item

Insurer / policy type

Claim number / case number

Primary insurer contact / adjuster

EVIDENCE AND EXPENSE LOG

Date/time	Photo / video / document reference	Damage / expense / temporary repair	Amount	Receipt kept?	Notes

INSURANCE & LOSS DOCUMENTATION LOG

CONTACT LOG

Date/time	Organization / person	Channel	What was reported / promised	Next step / deadline

CLAIM DISCIPLINE

- ☐ Document damage before and after temporary repairs when safe and lawful.
- ☐ Keep receipts for emergency expenses and repairs.
- ☐ Do not discard damaged property until you understand insurer or legal requirements.
- ☐ Write down deadlines, claim numbers, denials, appeal rights, and the source of instructions.

Source basis: Built To Resist records and recovery chapters; CFPB post-disaster financial guidance.
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