



Insurance Claims Process Checklist - Houston Office

Step One – Inspection and Photo Report

- Schedule your appointment for a FREE inspection by one of our Storm Damage Experts
- Schedule an appointment with your State Roofing Representative to sit down, review your photo report and whether your roof warrants an insurance claim

Step Two – Filing a Claim

- File a claim with your insurance company
 - Type of Loss: Hail Wind Hail & Wind
 - Date of Loss: _____
 - Insurance Carrier: _____
 - Claim #: _____

Step Three – Adjuster Meeting

- Make Adjuster meeting appointment with your Insurance Adjuster
- Contact State Roofing at **(281) 293-7000** to add your appointment to the schedule so your State Roofing Representative can meet your adjuster

Step Four – Insurance Paperwork

- Contact State Roofing Company **(281) 293-7000** when you receive your paperwork from your insurance company. We will schedule an appointment to go over your paperwork with you to make sure everything was paid correctly on your claim

Step Five – Roof Replacement and First Payment

- Your State Roofing Representative will provide color options for you to select from and schedule your roof replacement date
- Pay your first ACV Payment and Deductible portion
 - Once your roof has been completed, your ACV and deductible portions are due to State Roofing. Upon the completion of your claim, we will invoice your insurance carrier, so they can release your recoverable depreciation in a timely manner

Step Six – Recoverable Depreciation / Balance Due Payment

- Contact State Roofing Company **(281) 293-7000** when you receive your recoverable depreciation check from your insurance company. We will schedule a time to pick it up and provide a “Paid in Full” invoice.

If you do not receive your recoverable depreciation check within two weeks of your roof replacement being completed, please contact us so that we can resend the invoice to release to your insurance carrier.