



Federal Emergency Management Agency

Washington, D.C. 20472

W-03036

MEMORANDUM TO: WYO Company Principal Coordinators
for Dissemination to all WYO Claims Managers

A handwritten signature in black ink, appearing to read "James S.P. Shortley", is positioned below the "MEMORANDUM TO:" line.

FROM: James S.P. Shortley, Director of Claims
Claims Section, Risk Insurance Branch
Mitigation Division

DATE: July 23, 2003

SUBJECT: Substantially Damaged Structures

On July 14 and July 15, 2003, Tropical Storm Claudette caused moderate to extensive damage to residential and commercial properties in several Texas counties. Early reports indicate that substantially damaged property may result. Please ensure that your claims adjusters follow the guidelines below. Their cooperation will help expedite the community officials' determination of substantially damaged buildings.

- The reporting of substantially damaged buildings over the past year has greatly improved. It is mandatory for adjusters to continue to report the statistics promptly.
- After conducting the inspection of the building and identifying it as meeting the criteria for substantial damage, the adjuster is required to enter the information for that building on the attached "**Adjuster Preliminary Damage Assessment**" form.
- Even though the form allows entries for two separate policies, adjusters should not hold the form while awaiting additional or final claims information. **The form must be submitted to the NFIP Bureau as soon as the information is complete for a single policy.**
- Adjusters are required to submit daily reports of substantially damaged properties to the NFIP Bureau & Statistical Agent, by fax at 1-800-457-4232 or by mail to P.O. Box 310, Lanham, MD 20706.
- The Bureau will ensure that the information is provided to FEMA and the local community officials.

We recognize the tremendous job that community officials have in handling the substantial damage issue. In many instances, they must survey widespread areas of damage with limited resources. However, by observing the guidelines above, adjusters can help us provide community officials with timely, accurate information that will allow them to make expeditious determinations, of substantially damaged buildings.

We ask for your full support, and if there are any questions, please let me know.

Enclosure

cc: Vendors, IBHS, and Government Technical Representative
Required Routing: Claims and Underwriting

FEDERAL EMERGENCY MANAGEMENT AGENCY
NATIONAL FLOOD INSURANCE PROGRAM

ADJUSTER PRELIMINARY DAMAGE ASSESSMENT

WYO Company: _____ **Date of Loss:** _____

Adjuster: _____ **FICO Number:** _____

This form is to be used for advisory purposes in helping FEMA and communities identify potential substantially damaged buildings. The adjuster will use "replacement cost" when completing this form; however, the community is required under the National Flood Insurance Program to use "market value" in determining substantial damage.

PLEASE PRINT LEGIBLY

Policyholder: _____	Policy Number: _____
Property Address: (include state and ZIP Code) _____	

** Probable Repair Cost _____	
Building Replacement Cost Value: \$ _____	
Building Actual Cash Value: \$ _____	

Policyholder: _____	Policy Number: _____
Property Address: (include state and ZIP Code) _____	

** Probable Repair Cost _____	
Building Replacement Cost Value: \$ _____	
Building Actual Cash Value: \$ _____	

** This is an estimate of the cost to repair the building to its pre-flood condition.

The information contained in this transmittal is legally privileged and confidential. Its use is protected under the Privacy Act of 1974, 5 U.S.C. Section 552 (a). This information is provided for use by states and communities participating in the NFIP to determine potential substantially damaged buildings, and should only be utilized consistent with the purposes stated in the "Routine Uses" published in the Federal Register.