2018



W-07028

April 23, 2007

MEMORANDUM FOR: Write Your Own (WYO) Principal Coordinators and the

NFIP Servicing Agent for Dissemination to All Claims Managers

FROM: Timothy P. Johnson

Acting Director of Claims

National Flood Insurance Program

SUBJECT: Substantially Damaged Structures

On April 13 through April 17, 2007, the spring Nor'easter caused moderate to extensive flood damage to residential and commercial properties in the Mid-Atlantic and New England States. 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.

- 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" (APDA) form. The form will continue to be used to capture critical information during the adjustment phase.
- 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 and Statistical Agent 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 by fax at 1-800-457-4232, by mail to P.O. Box 310, Lanham, MD 20706, or by Internet at http://claims.nfipstat.com/pda.
- The Bureau will ensure that the information is promptly given to FEMA and local community officials.

Adjusters who submit their daily reports by Internet will find the system intuitive and easy to use. The required fields on the data input screen are identical in content to those on the printed APDA form. Adjusters may access the system with this generic login:

Login: pdaadj Password: nfipcsc

We recognize the formidable job that community officials have in handling the substantial damage issue. In many instances, they must survey widespread areas of damage with limited resources.

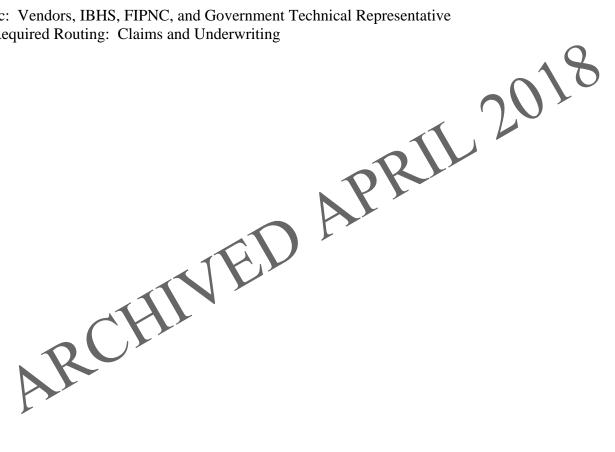
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However, by observing the guidelines above, adjusters can help us provide community officials with timely, accurate information that will allow them to make expeditious determinations of substantially damaged buildings.

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

Attachment

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



U.S. DEPARTMENT OF HOMELAND SECURITY FEDERAL EMERGENCY MANAGEMENT AGENCY ADJUSTER PRELIMINARY DAMAGE ASSESSMENT

NATIONAL FLOOD INSURANCE PROGRAM

O.M.B. No. 1660-0005 Expires June 30, 2007

Privacy Act Statement

The information requested is necessary to process the subject loss. The authority to collect the information is Title 42, U.S. Code, Section 4001 to 4028. It is voluntary on your part to furnish the information. However, omission of an item may preclude processing of the form. The information will not be disclosed outside of the Federal Emergency Management Agency, except to the servicing agent, acting as the government's fiscal agent; to claims adjusters to enable them to confirm coverage and the location of insured property; to certain Federal, State, and Local Government agencies for determining eligibility for benefits and for verification of nonduplication of benefits; to the Department of Justice for purposes of litigation or as required by law; and to State and Local agencies for acquisition and relocation-related projects, consistent with the National Flood Insurance Program and consistent with the routine uses described in the program's system of record. Failure by you to provide some or all of the information may result in delay in processing or denial of this claim and/or application. all of the information may result in delay in processing or denial of this claim and/or application.

Paperwork Burden Disclosure Notice

Public reporting burden for this form is estimated to average 15 minutes per response. The burden estimate includes the time, effort, or financial resources expended by persons to generate, maintain, retain, disclose, or provide information to the Mitigation Division or its agent. You are not required to respond to this collection of information unless a valid OMB control number is displayed in the upper right hand corner of this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, U.S. Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, S.W., Washington, DC 20472, Paperwork Reduction Project (1660-0005). NOTE: Do not send your completed form to this address. Send completed forms to:

NFIP Bureau & Statistical Agent, Certification Coordinator, P.O. Box 310, Lanham, MD 20703-0310.					
WYO COMPANY	DATE OF LOSS	ADJUSTER		FICO NUMBER	
This form is to be used for advisory purposes in hel use"replacement cost" when completing this form; value" in determining substantial damage.	lping FEMA and community is however, the community is	ties identify potentia s required under the	al substantially dam : National Flood Ins	nged buildings. The adjuster will burance Program to use "market	
	PLEASE PRINT L	LEGIBLY			
POLICY HOLDER POLICY NUMBER					
PROPERTY ADDRESS (include zip code)	JED.				
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POLICY HOLDER	PC	OLICY NUMBER	'		
PROPERTY AD TRESS (include zip code)					
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POLICY HOLDER	PC	OLICY NUMBER			
PROPERTY ADDRESS (include zip code)					
**PROBABLE REPAIR COST	BUILDING REPLACEMENT	COST VALUE	BUILDING ACTUAL CASH VALUE		
•	\$			\$	
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