



FEMA

W-16058

August 22, 2016

MEMORANDUM FOR: Write Your Own (WYO) Company Principal Coordinators and the National Flood Insurance Program (NFIP) Servicing Agent

FROM:

  
David I. Maurstad  
Assistant Administrator for Federal Insurance  
Federal Insurance and Mitigation Administration

SUBJECT: Substantially Damaged Structures

On August 11, 2016, and continuing, the 2016 Mid-Summer Severe Storms produced torrential rains that caused moderate to extensive flood damage to residential and commercial properties in the state of Louisiana.

Early reports indicate that substantial damage to property has occurred. 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 claims adjusters to continue to report the statistics promptly.
- After conducting the inspection of the building and identifying it as possibly meeting the criteria for substantial damage, the claims adjuster is required to enter the information for that building on the **attached "Adjuster Preliminary Damage Assessment" (APDA)** form. An interactive version of this form is available in the [FEMA library](#).
- Even though the form allows entries for two separate policies, the claims adjuster should not hold the form while awaiting additional or final claims information. **The form must be submitted to the NFIP Bureau & Statistical Agent as soon as the information is completed for a single policy.** The form will continue to be used to capture critical information during the adjustment phase.
- Claims adjusters are required to submit daily reports of possible substantially damaged properties to the NFIP Bureau & Statistical Agent by fax at 301-577-3421, email to [claims@nfipiservice.com](mailto:claims@nfipiservice.com), or mail to P.O. Box 310, Lanham, MD 20706.

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- There may be buildings that were damaged in previous flood events. Adjusters should be aware of pre-existing damage and ask specific questions regarding repairs of this damage. Receipts and invoices to support prior repairs may be needed if there are questions. In previous flood events, there were many substantially damaged buildings. The claims adjuster should be aware that these buildings should now be Post-FIRM and must comply with the community's floodplain management law and ordinance. Any questions should be referred to the WYO Company.

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. 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. Please contact the NFIP Bureau & Statistical Agent Claims Department with any questions: [claims@nfipiservice.com](mailto:claims@nfipiservice.com).

Attachment

cc: Vendors, IBHS, FIPNC, Government Technical Representative

Required Routing: All Departments

ARCHIVED APRIL 2018

DEPARTMENT OF HOMELAND SECURITY  
Federal Emergency Management Agency

OMB 1660-0005  
EXPIRES April 30, 2017

**ADJUSTER PRELIMINARY DAMAGE ASSESSMENT**

**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 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.

**PAPERWORK BURDEN DISCLOSURE NOTICE**

**Public reporting burden for the collection of information titled Claims for National Flood Insurance Program (NFIP) is estimated to average 6 hours per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and submitting these forms. You are not required to respond to this collection of information unless a currently valid OMB control number and expiration date is displayed in the upper right corner of the these forms. Send comments regarding the accuracy of the burden estimate and suggestions for reducing the burden to: Information Collections Management, 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.**

INSURER

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**

POLICY HOLDER

POLICY NUMBER

PROPERTY ADDRESS (Include Zip Code)

\*\*PROBABLE REPAIR COST

BUILDING REPLACEMENT COST VALUE

BUILDING ACTUAL COST VALUE

POLICY HOLDER

POLICY NUMBER

PROPERTY ADDRESS (Include Zip Code)

\*\*PROBABLE REPAIR COST

BUILDING REPLACEMENT COST VALUE

BUILDING ACTUAL COST VALUE

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

## ADJUSTER PRELIMINARY DAMAGE ASSESSMENT

FEMA Form No.	Title	Burden Hours
086-0-6	Worksheet-Contents-Personal Property	2.5 Hours
086-0-7	Worksheet-Building	2.5 Hours
086-0-8	Worksheet-Building (Cont'd)	1.0 Hours
086-0-9	Proof of Loss	.08 Hours
086-0-10	Increased Cost of Compliance	2.0 Hours
086-0-11	Notice of Loss	.07 Hours
086-0-12	Statement as to Full Cost to Repair or Replacement Cost Coverage, Subject to the Terms and Conditions of this Policy	.10 Hours
086-0-13	National Flood Insurance Program Preliminary Report	.07 Hours
086-0-14	National Flood Insurance Program Final Report	.07 Hours
086-0-15	National Flood Insurance Program Narrative Report	.08 Hours
086-0-16	Cause of Loss and Subrogation Report	1 Hour
086-0-17	Manufactured (Mobile) Home/Travel Trailer Worksheet	.50 Hours
086-0-18	Mobile Home/Travel Trailer Worksheet (Continued)	.25 Hours
086-0-19	Increased Cost of Compliance (ICC) Adjuster Report	.42 Hours
<b>086-0-20</b>	<b>Adjuster Preliminary Damage Assessment</b>	<b>.25 Hours</b>
086-0-21	Adjuster Certification Application	.25 Hours