



# Water Loss Checklist

## **Ensure Safety**

Avoid standing water near electrical outlets or wiring. Keep people and pets away from affected areas.

## **Stop the Water Source**

Shut off the main water valve if a pipe has burst. Turn off leaking appliances or fixtures if accessible.

## **Document Water Damage**

Take photos of all affected areas and belongings before cleanup begins. Capture wide shots and close-ups.

## **Prevent Further Damage**

Place buckets under leaks, move items to dry areas, and begin light drying if safe. Avoid demolition.

## **Find a Water Restoration Company**

Search for a local company offering 24/7 emergency service and experience working with insurance claims.

## **Save Receipts and Expenses**

Keep receipts for cleanup supplies, lodging, meals, and emergency purchases related to the loss.

## **Avoid Permanent Repairs**

Do not replace flooring, drywall, cabinets, or paint until the claim is reviewed.

## **Prepare for Insurance Adjuster**

Organize photos, receipts, and a short timeline of what happened and when.

## **File an Insurance Claim**

Once prepared, the insurance adjuster will inspect the damage and officially begin the claims process.