

INSTRUCTIONS FOR BUSINESS & AGRICULTURE ASSISTANCE DAMAGE ASSESSMENT REPORT

NOTE: Columns (3), (4), (5), (6), and (7) can be completed with a check mark only. **DO NOT WRITE THESE COLUMNS.** The check marks are counted and the total inserted at the bottom of the page. Any writing in these spaces will interfere with the count.

General Instructions: Complete the heading for each page used.

- a. Enter name of county and / or city.
- b. Enter type of disaster; hurricane, tornado, flood, etc.
- c. Enter date incident occurred.
- d. Enter last names of individuals on the Damage Assessment Team.
- e. Enter date survey conducted.

Specific Instructions:

BUSINESS SECTION

- Column (1) Address: Enter the business number, street or road name, name of apartment building or mobile home park. Do not list Post Office Number or Route Numbers. For rural areas, distances from readily identifiable features may be used.
- Column (2) Name and Telephone No.: Enter the individuals name and/or business name, and telephone number where they can be reached.
- Column (3), (4), and (5) Damage: (Check One)
- (3) Minor Damage: Minimal repairs can be made in a relatively short period of time.
 - (4) Major Damage: Extensive repairs required that would take a long period of time accomplish.
 - (5) Destroyed: A total loss or damaged to such an extent that repairs are not feasible.
- Column (6) Damage Estimate: The estimated cost of repairs or replacement, including building and contents, if possible separate these costs.
- Column (7) % Insurance: The estimated amount of insurance coverage (Building and contents).
- Column (8) Number Unemployed: Enter the number of people' unemployed as the result of the damages sustained.
- Column (9) How Long: An estimate of the length of time the persons identified in (8) will be unemployed.
- Column (14) Remarks: List any other pertinent information by Reference Numbers (Note #1, Note #2, Note #3, etc.) on a separate sheet.

AGRICULTURE SECTION

- Column (1) Address: Same as (1) in the business section.
- Column (2) Name and Telephone No.: Same as (2) in the business section. Note: Homes and personal property damaged or destroyed should be identified on the Individual Assistance Damage Assessment Report.
- Column (10) Buildings: The estimated cost or repairs or replacement of barns, sheds, silos, etc. This should include fences and levees for fishponds.
- Column (11) Equipment: The estimated cost of repairs or replacement of tractors, combines, and other machinery used in agriculture.
- Column (12) Crops: The estimated damage to crops that have been planted but not harvested.
- Column (13) Livestock Lost: The number and type of livestock or poultry lost.
- Column (14) Remarks: Same as (14) in the business section.