

INSTRUCTIONS FOR "INDIVIDUAL ASSISTANCE" DAMAGE ASSESSMENT REPORT

NOTE: Columns (3), (4), (5), (6), and (7) can be completed with a check mark only. **DO NOT WRITE IN 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:

SECTION A - Information Required

- Column (1) **Address:** Enter house 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) **Type:** Enter type of living unit:
SF - Single Family MF - Multi Family MH - Mobile Home
- Columns (3), (4), and (5) **Damage:** (Check One)
- (3) **Destroyed:** A total loss or damaged to such an extent that repairs are not feasible.
- (4) **Major Damage:** Extensive repairs required that would take a long period of time to accomplish.
- (5) **Minor Damage:** Minimal repairs can be made in a relatively short period of time.
- Columns (6) and (7) **Status:** (Check One) Own or rent.
- Columns (8) **Access:** Mark "Y" or "N". (Y =Yes; or N = No) A living unit in this category may or may not have sustained damage. Mark N if the home is inaccessible because of standing water, destroyed roads or bridges, etc. Also, if the area has been ordered evacuated.

SECTION B – Obtain If Available

- Column (9) **Dollar Damage:** The estimated dollar amount of damage, separate if possible building and contents.
- Column (10) **Insurance:** If insured, Mark "X" in the applicable column: "X" in "HO" for Homeowners General Hazard; "X" in "FL" for Flood Ins. If no insurance, Mark "X" in the "NO" column. If Unknown, leave blank. If coverage amounts are available, (building and/or contents) put in Column (13) under Remarks.
- Column (11) & (12) **Temporary Housing:** NOTE: If temporary housing is not required, disregard. If needed put as much information about the family composition, e.g., ages, sexes and relationships as can be obtained, enter in Column (13) under remarks. Enter numbers in Column (11) number in family, and Column (12) number of bedrooms required.
- Column (13) **Name of Family, Telephone Number and Remarks:** enter the victim's name, and their telephone number and/or a number where they can be reached if their telephone is out of service. List other information on separate sheet of paper & use reference numbers.