

## **ANDREW K. KNOX & COMPANY DISASTER RECOVERY CHECK LIST**

- Notify insurance company of loss.
- Note time and date of notification and to whom.
- Request claim number.
- Board up broken windows and doors.
- Winterize plumbing and heating fixtures.
- Maintain receipts for all emergency repairs.
- Reserve hotel or motel accommodations.
- Save receipts for all meals.
- Seek temporary housing/rental accommodations.
- Look for month-to-month rental terms.
- Maintain receipts for all temporary housing.
- Contact telephone company to forward calls.
- Contact post office to forward mail to new address or secure P.O. Box.
- Contact television cable company to discontinue service.
- Request complete copy of insurance policy from your agent.  
Must be complete with all forms and endorsements attached.
- Request tax search from municipality's tax collector's office.
- Request cash advance from insurance company.
- Contact laundry service for cleaning of salvageable garments.
- Rent furniture for emergency housing.
- Contact telephone company to install telephone service in emergency housing.
- Call electric company to set up account at emergency housing if not provided by landlord.
- Call gas company to set up account at emergency housing if not provided by landlord.
- Contact cable television company to set up account.



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