

GENERAL GUIDELINES FOR COMPLETING THE PRIMARY RESIDENCE FORM

NOTE: REQUEST FOR FEDERAL ASSISTANCE REQUIRES ALL FIELDS BE ACCURATELY COMPLETED

BLOCK BY BLOCK INSTRUCTIONS

First Name - enter your first name.

Last Name - enter your last name.

Street Address - Enter the street address of the DAMAGED PROPERTY. **DO NOT USE # SIGNS**, only numbers or letters. Also, **please use standard postal abbreviations**: **Rd** for road, **ST** for street, **Blvd** for boulevard, **Ave** for avenue, **Hwy** for highway (rather than SR or St Rd or Hiway). There is a pop-up with this info on the form.

City: Enter the city of the DAMAGED PROPERTY. This must be filled in.

ZIP Code - Enter the zip code of the DAMAGED PROPERTY. This **must** be filled in. Use ONLY the 5-digit zip. Do not use the zip+4.

Occupant Owner or Renter? - Use the drop down list to select Owner or Renter.

County Assessed Structure Value (not the land + structure, just the structure) - This information can be obtained from the tax assessor's website. For RENTERS, enter a single 0 (zero) because they don't own a structure.

Estimated Structure Loss in Dollars - Provide your **BEST GUESS** on the total cost to repair the structure. **Do not wait for contractor estimates. Do not put TBD or Unknown. Do not leave this field blank. That will not help qualify your county for assistance!**

Estimated PERSONAL PROPERTY Loss in Dollars - provide your **BEST GUESS** of the essential personal property items damaged by the disaster, i.e. clothes, furnishings, appliances, vehicles, etc. **Do not put TBD or Unknown.** (for Renters this will be the ONLY damage reported).

Primary Cause of Damage - Select the PRIMARY cause of damage to the structure from the drop down list.

Type of Insurance - Use the drop down list. **If the Cause of Damage is FLOOD, then the insurance MUST be Flood or None.** If the damage is from a mudslide, the insurance MUST be Landslide or None, etc. Homeowners insurance is for Wind, Rain, Fire or Snow events, not floods or mud.

Deductible - Enter dollar amount of the deductible. If the Insurance is None, then put in the Deductible cell the combined dollar amounts of the Structural Loss and the Personal Property Loss.

NOTE: If the amount of combined STRUCTURE + PERSONAL PROPERTY LOSS is less than the deductible, then put the amount of the COMBINED LOSS in the deductible cell, not the actual deductible.

Habitable - Use the drop down list to select Yes or No.

Accessible - Select whether the person can get to their home. Select "NO" if inaccessibility is more than just short-term temporary situation.

Category of Damage - Use the drop down list to select Affected, Minor, Major or Destroyed. The description of the categories pops up each time you click on a cell in this column.

Description of damages - Be brief. Comment on the damage to the primary residence and contents or any access restrictions to the property. Damage to out buildings and landscaping are NOT eligible categories for FEMA assistance.

If they ALSO want to report damages to a business on their property, their farm or ranch, then make a separate entry on

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the Business form (so they would be on both reports).

Contact Name – Provide name of person to be contacted.

Contact Phone – Provide telephone number of contact person.

Contact Email – Provide email address of contact person.

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Total Uninsured Loss - These cells are intentionally locked. This info is for State use.

% of Total Uninsured Loss - These cells are intentionally blocked. This info is for State use.