



Build a useful claim record

A consistent log is easier to check than a collection of messages and screenshots.

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Download your working template

The CSV opens in a spreadsheet application. It includes fields for dates, observations, photo references, receipts, contacts, and next steps. Fill it in on your own device; this site does not receive it.

1. Entry date	8. Contact name and role
2. Suspected loss date (if known)	9. Communication date
3. Date first observed	10. Receipt or estimate reference
4. Property area	11. Amount (USD)
5. Observation (not a cause conclusion)	12. Next step
6. Original photo or document filename	13. Due date and source
7. NOAA event ID (optional)	

Keep these together

- Policy and endorsements in effect on the loss date.
- Original photographs plus a photo index explaining what each shows.
- Inspection records and itemized estimates.
- Temporary repair receipts and payment records.
- Correspondence and a chronology of calls and submissions.
- Weather event IDs and the source snapshot you consulted.

Preserve uncertainty

Separate the suspected storm date from the date you noticed damage. Record who made each observation. Do not change a date to match a nearby weather report.

Printable claim record entry

One entry per observation, contact, or expense. Use the same fields as the CSV template.

ENTRY DATE	SUSPECTED LOSS DATE (IF KNOWN)
DATE FIRST OBSERVED	PROPERTY AREA
OBSERVATION (NOT A CAUSE CONCLUSION)	
ORIGINAL PHOTO OR DOCUMENT FILENAME	NOAA EVENT ID (OPTIONAL)
CONTACT NAME AND ROLE	COMMUNICATION DATE
RECEIPT OR ESTIMATE REFERENCE	AMOUNT (USD)
NEXT STEP	DUE DATE AND SOURCE