



### **Businessowner Checklist**

- ❑ Locate copy of policy (or policies, if you have separate flood or other coverage) or request replacement(s) from agent(s) or broker(s).
- ❑ Review policy to determine if there are any deadlines or requirements. Seek extensions of deadlines, if necessary.
- ❑ Contact insurance agent(s) or broker(s) to give notice of damage; provide formal notice in writing.
- ❑ If possible, take photographs and/or videotape of property damage. Make note of what damage is primarily attributable to flood versus wind, rain, or another covered peril.
- ❑ Prepare inventory of damaged or lost property; check with insurance broker or agent for forms and/or requirements.
- ❑ Make temporary repairs and/or remove debris to prevent injury or further property damage.
- ❑ Keep receipts regarding all expenses incurred, including expenses to protect or repair property and any additional expenses. Check with insurer to determine if advance approval is needed for any expenses.
- ❑ Request partial or advance payments from insurance company as needed.
- ❑ Keep notes of communications with insurance agent/broker or anyone else you talk to about your property, including details such as name, title, and the date and time of your conversation. Keep copies of all written communications regarding your property.
- ❑ If you must shut down your business because of property damage, and your policy includes a business interruption provision:
  - ❑ The amount you can claim for business interruption each month is calculated as (1) profit/loss plus continuing expenses or (2) revenue minus discontinued expenses, up to the policy limits.
    - ❑ Determine the amount in expected monthly profits using historical data or data from comparable businesses.
    - ❑ Determine the amount to be paid out each month in necessary expenses and the amount “saved” due to the shut down (be sure to discontinue any automatic payments or withdrawals for services or supplies that are not needed during the period of recovery).

- If you have Extra Expense coverage, keep all receipts for any expenses incurred to relocate or set up a temporary location to prevent complete shutdown of business or to minimize business interruption.
- Submit proof of loss and other documents required by policy to obtain coverage and payments from insurance company.
- Review checks and other written communications and payments from insurance company to determine if there is any language releasing or giving up any claims. Delete or modify that language as appropriate or discuss with insurance agent/broker.
- Seek specific legal advice as appropriate. If you can't afford a lawyer, there are legal aid organizations that may be able to help you:

Louisiana Katrina Pro Bono Hotline  
800-310-7029

Southeast Louisiana Legal Services  
1200 Derek Drive, Suite 100  
Hammond, LA 70403  
800-349-0886  
[www.lawhelp.org/program/921/](http://www.lawhelp.org/program/921/)

### **Federal and State Agencies and Organizations Offering Assistance**

Federal Emergency Management Association (FEMA) 800-427-4661 ([www.fema.gov](http://www.fema.gov))  
National Flood Insurance Program (NFIP) 800-621-3362 ([www.floodsmart.gov](http://www.floodsmart.gov))  
Housing and Urban Development (HUD) 888-297-8685 ([www.hud.gov](http://www.hud.gov))  
Small Business Administration (SBA) 800-659-2955 ([www.sba.gov](http://www.sba.gov))  
Louisiana Economic Development (LED) 800-450-8115 ([www.lded.state.la.us](http://www.lded.state.la.us))  
Louisiana Association of Business & Industry (LABI) 225-928-5388 ([www.labi.org](http://www.labi.org))  
Louisiana Small Business Development Center (LSBDC) 985-549-3831 ([www.lsbdc.org](http://www.lsbdc.org))