



Insurance Claim Notice Required Documents Checklist

() Endorsed Insurance Claim Check

This is the check provided by the insurance company as payment of the damages to the property. Please ensure all Payees listed on the claim check have endorsed the back of the check prior to sending it to VMLS. VMLS will endorse for Tennessee Housing Development Agency. The Mortgagee Clause should read:

TENNESSEE HOUSING DEVELOPMENT AGENCY, ISAOA/ATIMA
502 DEADERICK ST, 3RD FLOOR, NASHVILLE, TN 37243

() Insurance Company Adjusters Worksheet

This is sometimes referred to as the Adjusters Estimate, Adjusters Summary, or Scope of Repairs. It provides a breakdown of the damage to the property and the insurance company estimate of the amount of money to complete the repairs. All pages of the report are required.

() Signed Contract / Proposal

This is the contract with the Contractor completing the repairs. The contract must include the property address, a description of repairs to be completed, the dollar amount of the agreed repairs, and signed by both the Contractor and borrower(s).

() Contractors Waiver of Lien

This is a form to be completed by the Contractor completing the repairs. It is the Contractor's agreement to not place a lien on the property for any other reason than non-payment. Form is enclosed. All blanks must be completed and the amount listed on the Contractor's Waiver of Lien must match the amount on the signed contract(s).

() Internal Revenue W-9

This is a tax form used to identify the Contractor and is required before any disbursements will be issued. IRS regulations require mortgage companies to report payment of insurance proceeds. Form is enclosed.

() Copy of Contractor's License

This is a document supplied by the state licensing board to the Contractor. The Contractor must provide a copy of this document before any disbursements will be issued.

() Copy of Contractor's Certificate of Liability Insurance

This is a document supplied by the Contractor completing the repairs evidencing proof of liability insurance. The name must match the W-9 provided by the Contractor.