

Damage photo checklist

Use only when it is safe to document the property. Never enter an unsafe building, climb a damaged roof or approach electrical hazards for a photograph.

- ☐ Record the loss date and the rooms or areas affected.
- ☐ Take a wide view of each affected area, then closer views of visible damage.
- ☐ Include item labels, model details and serial numbers when safely accessible.
- ☐ Keep original photos and videos; name copies by date and location.
- ☐ Record emergency work and retain invoices and receipts.
- ☐ Do not delay urgent safety measures or necessary mitigation for photographs.

Property / room reference

Date photographed

Photos / video file names

What is visible?

General organizational aid only. Policy requirements and deadlines vary. This worksheet does not file a claim, establish coverage or create a representation agreement.

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Working record

Use additional copies as needed. Keep original evidence with your records.

Room / area	File reference	Visible damage / notes

Further guidance: floodsmart.gov/recover/document-damage

Preparedness: noaa.gov/prepare-before-hurricane-season

For immediate danger call local emergency services (911 in the U.S.). Do not delay emergency assistance to complete this record.