



DIOCESE OF AMARILLO

Office of the Bishop

May 6, 2019

Dear Brother Priest and Property Administrator,

Steps for filing claims in order to get the fullest possible benefits on property damage by Ivy Taylor our Diocesan Risk Manager has been uploaded on the Diocesan website, <https://amarillodiocese.org/hr>.

The steps will put you in a *better position to **not waste time and money** for you, your location, this office, and the carrier and could possibly **minimize the stress of dealing with a loss***. If you do not follow the steps *it may create a situation in which you will greatly reduce the amount of funds on your claim or possibly get nothing or be denied*.

Do not make permanent repairs before an adjuster inspects the damage - Reference Step E outlined on pg. 1, STORM SEASON – Steps Filing a Claim rev 5–6–19, <https://amarillodiocese.org/storm-season>.

When an adjuster and or a contractor inspects the damage, walk around with them to make sure they don't miss anything i.e. exterior, interior, HVAC, etc. leaving the roof inspection to them.

Deadline for contractor's proposal for storm-related damage is three weeks from date of loss.

Request contractor to separate damages by building for the proposal and email it to itaylor@dioama.org with Certificate of Liability, Auto coverage, and Worker's Comp or Accident coverage.

All contracts and documents are approved through legal then come to me for signature providing all parties are in agreement.

If you have any questions or doubts call Ivy at 806-383-2243 ext 122 and or email her at itaylor@dioama.org.

Thank you for all you do in your parishes.

With Best Wishes I Remain,

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✠ Most Reverend Patrick J. Zurek
Bishop of Amarillo

DIOCESAN PASTORAL CENTER

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