
Phone Number: _____

of _____

End: _____

INDIVIDUAL ASSISTANCE INITIAL DAMAGE ASSESSMENT FORM INSTRUCTIONS – For Flood Events
 Form and Instructions Revised 11/2010

HEADER/FOOTER

- Country/City - Include the county and the city or unincorporated area where damage is being assessed.
- Date - Date of Event.
- Type of Event - Flash flood, Riverine flooding.
- Completed by - Name of the person performing damage assessment.
- Phone Number - Phone number, including area code, of person performing damage assessment.
- Page ___ of ___.
- Date(s) of Assessment Start ___ End ___.

COLUMNS

#1 & #2 – ADDRESS

- Indicate address number in Column #1 and street name in Column # 2. For example, the address 105 North Main Street would be recorded as follows:
 Column #1 - 105
 Column #2 - North Main Street
 The apartment number should be included after the street name if applicable.
 Recording the address number and street name in separate columns facilitates sorting the data on the spreadsheet if the forms are completed electronically.
- Use a separate line for each dwelling number and street.
- If damage to individual apartments can be determined, apartments should be listed on separate lines. If all apartments in a building have similar damage, record them as a group on the same line and indicate the number of apartments.
- If there is a business in the home, record the home and business on separate lines and note in comments.

#3 - SF/MF/MH/B

- Indicate if damaged dwelling is:
 SF - Single Family Home
 MF - Multi Family Structure (Apartment Building, Duplex, 2-Flat, etc.)
 MH - Mobile Home
 If damaged building is a business, indicate with B.

#4 - OWN/RENT

- Indicate if the occupant owns or rents the dwelling by recording O or R. If unknown, record UNK.

#5 - DEPTH - BASEMENT

- Record depth of water in the basement (clearly indicate feet and/or inches).
- If no water in basement, record 0.
- If no basement, record NA (Not Applicable). (The dwelling may be on a slab or in an upper apartment.)

#6 - DEPTH - 1ST FLOOR

- Record depth of water in the first floor of the dwelling (clearly indicate feet and/or inches).
- If no water in first floor, record 0.
- If apartment is in the basement or an upper floor, record NA.

#7 - BASEMENT LIVING AREA - YES OR NO

- Determine, if possible, if the basement is used as an essential living area, such as space that is used as a required (versus an optional) bedroom and record Y, N or NA.
- Family rooms **are not** considered essential living areas. A finished basement does not necessarily make it an essential living area. A basement apartment or garden apartment is considered an essential living area. If a dwelling is a split-level or tri-level design, indicate this in the Comments section.

#8 - INS - H/R/F

- Determine, if possible, if the occupant has Home Owners, Renters and/or Flood insurance.
- If they do not have any insurance, record N (for No).
- If they have Home Owners insurance, record H.
- If they have Renters insurance, record R.
- If they have Flood insurance, record F.
- If it can't be determined, record UNK (for Unknown).

#9 - STRUCTURAL DAMAGE - YES OR NO

- If there is obvious/visible structural damage to the dwelling, record Y (for Yes) and briefly describe the damage in the Comments Column. If no obvious/visible structural damage, record N (for No). Structural damage is related to the integrity of the structure. Structural damage may include collapsed basement walls and large cracks in the foundation. Structural damage does not include damage to drywall, carpet or paneling.

#10 - COMMENTS

- If there is structural damage, briefly describe it here. Examples of brief descriptions are: basement wall collapsed, house off foundation, large foundation cracks.
- Other types of common information to be recorded in this column using the corresponding letter are:
 - A - No one living in dwelling at time of flood
 - B - Dwelling was not a primary residence
 - C - Water in crawl space only
 - D - Damage caused by sewer back up only
 - E - No one home during damage assessment; cannot determine damage
 - F - No one home during damage assessment; information obtained by observation (waterline on house, for example) or from another source (neighbor, local official)

DEFINITIONS

Business – A sole proprietorship, partnership, or corporation (excludes agricultural enterprises).

Structural Damage – Damage that is related to the integrity of the structure. Structural damage may include collapsed basement walls and large cracks in the foundation. Structural damage does not include damage to drywall, carpet or paneling.

COLUMN HEADING ABBREVIATIONS

SF - Single Family	INS - Insurance
MF - Multi Family	H - Home Owners
MH - Mobile Home	R - Renters
B - Business	F - Flood

COMMENTS COLUMN KEY

A – No one living in dwelling at time of flood
B – Dwelling was not a primary residence
C – Water in crawl space only
D – Damage caused by sewer back up only
E – No one home during damage assessment; cannot determine damage
F – No one home during damage assessment; information obtained by observation (waterline on house, for example) or from another source (neighbor, local official)