

Policy Review & Coverage Analysis Guide

Overview

This comprehensive guide helps you analyze your insurance policy to identify coverage gaps, understand policy limits, and maximize your claim potential.

Step 1: Policy Document Collection

- ☐ Original policy declaration page
- ☐ Complete policy contract/terms
- ☐ Endorsements and amendments
- ☐ Renewal notices and updates
- ☐ Any correspondence with insurer about coverage

Step 2: Key Coverage Elements to Review

Property Coverage

- ☐ **Dwelling Coverage:** Verify coverage amount matches current replacement cost
- ☐ **Other Structures:** Coverage for detached buildings, fences, etc.
- ☐ **Personal Property:** Contents coverage and special limits
- ☐ **Loss of Use:** Additional Living Expenses (ALE) coverage
- ☐ **Debris Removal:** Coverage for cleanup costs
- ☐ **Ordinance or Law:** Coverage for code upgrades

Liability Coverage

- ☐ **Personal Liability:** Coverage amount and exclusions
- ☐ **Medical Payments:** Coverage for guest injuries
- ☐ **Additional Coverages:** Identity theft, credit card fraud, etc.

Special Coverages

- ☐ **Flood Insurance:** Separate policy required
- ☐ **Earthquake Coverage:** May require separate endorsement
- ☐ **Sewer Backup:** Often excluded, may need endorsement
- ☐ **Mold Coverage:** Limited coverage, check exclusions
- ☐ **Business Property:** May need separate business policy

Step 3: Coverage Analysis Checklist

Policy Limits Review

- ☐ **Adequacy Check:** Are limits sufficient for current values?
- ☐ **Inflation Protection:** Does policy include inflation guard?
- ☐ **Extended Replacement Cost:** Available for dwelling?
- ☐ **Guaranteed Replacement Cost:** Check availability and terms

Deductible Analysis

- ☐ **Amount:** Is deductible reasonable for your situation?
- ☐ **Type:** Percentage vs. flat dollar amount
- ☐ **Multiple Deductibles:** Check for separate deductibles per peril
- ☐ **Wind/Hail Deductible:** Often higher than standard deductible

Exclusions Review

- ☐ **Named Perils vs. Open Perils:** Understand coverage basis
- ☐ **Water Damage Exclusions:** Sewer backup, flood, etc.
- ☐ **Mold Exclusions:** Limited coverage, check terms
- ☐ **Wear and Tear:** Normal deterioration excluded
- ☐ **Intentional Acts:** Deliberate damage excluded
- ☐ **Business Activities:** May void coverage

Step 4: Coverage Gap Identification

Common Coverage Gaps

- ☐ **Underinsurance:** Policy limits below replacement cost
- ☐ **Missing Endorsements:** Additional coverage not purchased
- ☐ **Excluded Perils:** Uncovered risks identified
- ☐ **Inadequate ALE:** Loss of use coverage insufficient
- ☐ **Business Property:** Commercial items not covered
- ☐ **High-Value Items:** Jewelry, art, collectibles underinsured

Documentation Requirements

- ☐ **Proof of Loss:** Required documentation checklist
- ☐ **Time Limits:** Deadlines for filing claims
- ☐ **Cooperation Requirements:** Policyholder obligations
- ☐ **Appraisal Process:** Dispute resolution procedures

Step 5: Action Items

Immediate Actions

- ☐ **Document Current Values:** Get professional appraisals
- ☐ **Review Annually:** Update coverage as needed
- ☐ **Consider Endorsements:** Add missing coverage
- ☐ **Increase Limits:** If underinsured
- ☐ **Photograph Property:** Document current condition

Claim Preparation

- ☐ **Understand Process:** Know your rights and obligations
- ☐ **Keep Records:** Maintain detailed documentation
- ☐ **Know Deadlines:** File claims within time limits
- ☐ **Document Everything:** Photos, receipts, correspondence

Step 6: Professional Resources

When to Seek Help

- ☐ **Complex Claims:** Large or complicated losses
- ☐ **Coverage Disputes:** Disagreements with insurer
- ☐ **Underinsurance:** Significant coverage gaps
- ☐ **Time Constraints:** Approaching deadlines

Professional Services

- ☐ **Public Adjusters:** Licensed claim advocates
- ☐ **Insurance Attorneys:** Legal representation
- ☐ **Appraisers:** Professional damage assessment
- ☐ **Contractors:** Repair cost estimates

Step 7: Documentation Template

Policy Summary

- **Policy Number:** _____
- **Effective Dates:** _____
- **Insurance Company:** _____
- **Agent/Contact:** _____
- **Dwelling Coverage:** \$ _____
- **Contents Coverage:** \$ _____
- **Deductible:** \$ _____
- **ALE Coverage:** \$ _____

Coverage Gaps Identified

1. _____
2. _____
3. _____
4. _____

Recommendations

1. _____
2. _____
3. _____
4. _____

Important Notes

- Review your policy annually or after major changes
- Keep all policy documents in a safe, accessible location
- Understand your rights and obligations under the policy
- Consider professional help for complex situations
- Document everything related to your claim