

PROPERTY INSPECTION SCHEDULING REQUEST LETTER

Comprehensive Template with Strategic Guidance

PRE-LETTER CHECKLIST

Before sending this letter, ensure you have:

- ☐ Documented all attempts to schedule inspection (phone calls, emails)
- ☐ Photographed current property condition
- ☐ Secured property to prevent further damage
- ☐ Compiled list of all damaged areas
- ☐ Identified any safety hazards
- ☐ Arranged for contractor availability
- ☐ Cleared access paths to damaged areas

FORMAL LETTER HEADER

[Your Full Legal Name]
[Property Address]
[Mailing Address if different]
[City, State ZIP Code]
[Primary Phone - Mobile]
[Secondary Phone - Home/Work]
[Email Address]

[Current Date - Month DD, YYYY]

SENT VIA: [Certified Mail #_____]
[Email to: _____]
[Fax to: _____]

[Insurance Carrier Full Legal Name]
Claims Department - Field Inspection Unit
[Attention: Specific Adjuster Name and Title]
[Street Address]
[City, State ZIP Code]

CC: [Supervisor Name and Title]
[Claims Manager Name]

SUBJECT LINE AND REFERENCE

Re: URGENT - Property Inspection Scheduling Request
Time-Sensitive Due to Ongoing Damage

POLICY NUMBER: [Complete Policy Number]
CLAIM NUMBER: [Full Claim Number]
DATE OF LOSS: [Exact Date]
PROPERTY: [Complete Property Address]
DAYS SINCE LOSS: [Number]
DAYS SINCE CLAIM FILED: [Number]
PREVIOUS REQUESTS: [List dates of prior attempts]

OPENING STATEMENT

Dear [Adjuster's Full Name]:

This letter serves as my formal written request for immediate scheduling of a comprehensive property inspection for the above-referenced claim. Despite [number] previous attempts to schedule this critical inspection via [phone/email] on [list specific dates], no inspection has been scheduled or conducted.

As of today's date, [number] days have elapsed since the loss occurred and [number] days since I filed this claim. The lack of inspection is causing:

- Continued deterioration of my property
- Increased repair costs
- Extended displacement from my home
- Accumulating additional living expenses
- Potential safety hazards
- Risk of policy coverage issues due to unmitigated damage

I require immediate action to prevent further damage and begin necessary repairs.

SECTION 1: INSPECTION URGENCY AND CONSEQUENCES

IMMEDIATE INSPECTION REQUIRED DUE TO:

1. Active Deterioration

- Water intrusion continuing through temporary coverings
- Mold growth risk increasing daily (currently at [X]% humidity)
- Structural elements exposed to weather
- Foundation issues worsening with each rain event
- Electrical systems compromised and dangerous

2. Safety Hazards

- Structural instability in [specific areas]
- Exposed electrical wiring in [locations]
- Broken glass/sharp debris in [areas]
- Ceiling collapse risk in [rooms]
- Trip/fall hazards throughout property

3. Financial Impact Escalating Daily

- Additional Living Expenses: \$[amount] per day
- Storage costs: \$[amount] per month
- Lost rental income: \$[amount] per month (if applicable)
- Contractor holding fees: \$[amount] per week
- Material price increases: [%] this month

4. Contractor and Material Availability

- Current contractor available only until: [date]
- Material quotes valid only until: [date]
- Specialized contractors booked after: [date]
- Permit expediting available only until: [date]

5. Weather Exposure

- Current forecast shows [rain/snow/severe weather] expected [dates]
- Temporary repairs insufficient for predicted conditions
- Each weather event causes approximately \$[amount] additional damage

6. Mitigation Obligations at Risk

- Policy requires mitigation of damages
 - Cannot properly mitigate without approved scope
 - Risk of coverage denial for "failure to mitigate"
 - Documentation shows good faith efforts to date
-

SECTION 2: COMPREHENSIVE AVAILABILITY SCHEDULE

MY AVAILABILITY FOR INSPECTION

IMMEDIATE AVAILABILITY:

I can accommodate an inspection with as little as 2 hours notice:

This Week - [Current Week Dates]:

Monday [Date]: ANY TIME - Available 6:00 AM to 9:00 PM

Tuesday [Date]: ANY TIME - Available 6:00 AM to 9:00 PM

Wednesday [Date]: ANY TIME - Available 6:00 AM to 9:00 PM

Thursday [Date]: ANY TIME - Available 6:00 AM to 9:00 PM

Friday [Date]: ANY TIME - Available 6:00 AM to 9:00 PM

Saturday [Date]: ANY TIME - Available 7:00 AM to 8:00 PM

Sunday [Date]: ANY TIME - Available 7:00 AM to 8:00 PM

Next Week - [Next Week Dates]:

[Repeat format with specific dates and times]

EMERGENCY AVAILABILITY:

For same-day inspection: Call [mobile number] - Will clear schedule

For evening inspection: Available until 10:00 PM any day

For weekend priority: Available all weekend hours

SCHEDULING PREFERENCES (though I'll accept any time):

- First choice: [Date] at [Time] - Contractor can attend
 - Second choice: [Date] at [Time] - Engineer available
 - Third choice: [Date] at [Time] - All parties available
-

SECTION 3: PROPERTY ACCESS INFORMATION

PRIMARY CONTACT FOR ACCESS

Primary Contact:

Name: [Your Full Name]

Mobile: [Number] - BEST NUMBER - Always answered

Text Capable: Yes - [Same number]

Secondary: [Number] - [Home/Work]

Email: [Address] - Checked hourly

Response Time: Within 15 minutes during business hours

Within 30 minutes evenings/weekends

ALTERNATE CONTACTS (if I'm unavailable)

Alternate Contact #1:

Name: [Name]

Relationship: [Spouse/Family Member/Tenant]

Phone: [Number]

Authority: Full access authorization

Alternate Contact #2:

Name: [Public Adjuster/Attorney/Contractor Name]

Company: [Company Name]

Phone: [Number]

Email: [Address]

PROPERTY ACCESS DETAILS

Physical Access Information:

Property Address: [Complete Street Address]

[City, State ZIP]

GPS Coordinates: [Latitude, Longitude] (if rural/hard to find)

Access Instructions:

- Main Entry: [Front door/Side gate - specific location]
- Lockbox Location: [Exact location]
- Lockbox Code: [Code] or "Will provide upon confirmation"
- Gate Code: [If applicable]
- Parking: [Where to park, any restrictions]

Security System:

- Alarm Company: [Company Name]
- Disarm Instructions: [Will provide upon scheduling]
- Emergency Contact: [Security company phone]

Utilities Status:

- Electricity: [On/Off - Location of main shut-off]
- Water: [On/Off - Location of main valve]
- Gas: [On/Off - Location of shut-off]
- All utilities can be activated with 1-hour notice

Special Hazards/Warnings:

- [List any dangerous areas]
- [Structural concerns]
- [Environmental hazards]
- [Pet information if applicable]

SECTION 4: REQUESTED INSPECTION ATTENDEES

PARTIES REQUESTING TO ATTEND

I request that the following parties be permitted to attend the inspection:

1. Insurance Company Representative

- Your assigned adjuster
- Field supervisor (if available)
- Specialist adjusters as needed (structural/mold/electrical)

2. My Representatives

- Myself: [Your name]
- Public Adjuster: [Name, Company, License #]
- Attorney: [Name, Firm] (if applicable)

3. Construction Professionals

- General Contractor: [Name, Company, License #]
 - Phone: [Number]
 - Purpose: Provide repair methodology and costs
- Structural Engineer: [Name, License #] (if needed)
 - Phone: [Number]
 - Purpose: Assess structural damage
- Restoration Specialist: [Name, Company]
 - Phone: [Number]
 - Purpose: Assess water/mold mitigation needs

4. Other Specialists (as needed)

- Roofer: [Name] - For roof damage assessment
 - Electrician: [Name] - For electrical system evaluation
 - Plumber: [Name] - For plumbing system review
 - HVAC Contractor: [Name] - For mechanical systems
-

SECTION 5: COMPREHENSIVE SCOPE OF INSPECTION NEEDED

EXTERIOR INSPECTION REQUIREMENTS

Roof System:

- Complete roof surface inspection (drone or ladder access)
- All flashings, valleys, and penetrations
- Gutters and downspouts
- Soffit and fascia
- Ventilation systems
- Estimated minimum time: [30-45] minutes

Exterior Envelope:

- All siding/stucco surfaces
- Windows and door systems (operation and seal)
- Foundation and grading
- Decks/patios/walkways
- Exterior electrical and plumbing
- Estimated minimum time: [30-45] minutes

Grounds and Other Structures:

- Landscaping damage
- Fence and gate systems
- Outbuildings/sheds
- Pool/spa equipment (if applicable)
- Retaining walls
- Drainage systems

INTERIOR INSPECTION REQUIREMENTS**Room-by-Room Inspection Needed:**

MAIN LEVEL:

- Entry/Foyer: [Specific damage noted]
- Living Room: [Damage description]
- Kitchen: [Including appliances and cabinets]
- Dining Room: [Damage noted]
- Bedroom #1: [Damage description]
- Bathroom #1: [Including fixtures]
- Hallways: [Damage noted]
- Laundry: [Including appliances]

SECOND LEVEL (if applicable):

- Master Bedroom: [Damage description]
- Master Bath: [Detailed damage]
- Bedroom #2: [Damage noted]
- Bedroom #3: [Damage noted]
- Bathroom #2: [Damage description]
- Bonus Room: [If applicable]

BASEMENT/LOWER LEVEL (if applicable):

- General Area: [Damage description]
- Utility Room: [Systems affected]
- Storage Areas: [Contents and structure]
- Bathroom: [If applicable]

Hidden Areas Requiring Investigation:

- Attic spaces (full inspection needed)
- Crawl spaces (if applicable)
- Behind walls (moisture meter testing required)
- Under flooring (where water damage suspected)
- Inside wall cavities (where mold suspected)

Systems Inspection:

- Complete electrical system evaluation
- Plumbing system and fixtures
- HVAC system and ductwork
- Water heater and equipment
- Appliances functionality

TESTING AND DOCUMENTATION NEEDED

Moisture Testing:

- All walls adjacent to damaged areas
- Flooring moisture content
- Structural member moisture levels
- Documentation of all readings

Photographic Documentation:

- Overview shots of each room
- Close-ups of specific damage
- Hidden damage as revealed
- Video walkthrough if possible

Measurements Required:

- Room dimensions
 - Damage area measurements
 - Height measurements for walls
 - Opening sizes for windows/doors
-

SECTION 6: DOCUMENTS READY FOR INSPECTOR'S REVIEW

AVAILABLE AT INSPECTION

I have compiled the following documents for review during inspection:

Contractor Documentation:

- ☐ Detailed preliminary estimates ([#] estimates totaling \$[amount])
- ☐ Contractor licenses and insurance certificates
- ☐ Scope of work proposals
- ☐ Time and materials breakdown

Damage Documentation:

- ☐ Photographic log ([#] photos, organized by room/date)
- ☐ Video documentation ([#] minutes, dated)

- ☐ Moisture readings log
- ☐ Damage progression timeline

Property Documentation:

- ☐ Original blueprints/floor plans
- ☐ Previous inspection reports
- ☐ Maintenance records
- ☐ Recent improvements/receipts
- ☐ Property tax assessment

Professional Reports:

- ☐ Engineer assessment (if completed)
- ☐ Mold test results (if taken)
- ☐ Environmental testing (if done)
- ☐ Code compliance reports

Financial Documentation:

- ☐ Additional living expense receipts
 - ☐ Emergency repair receipts
 - ☐ Mitigation expense records
 - ☐ Lost income documentation (if applicable)
-

SECTION 7: SPECIFIC INSPECTION REQUESTS

DURING THE INSPECTION, PLEASE:

1. Documentation Requirements:

- Take comprehensive photographs of ALL damage
- Create detailed measurement diagrams
- Document pre-existing conditions separately
- Note safety hazards in writing
- Record model/serial numbers of damaged equipment

2. Communication Requests:

- Explain coverage determinations as we go
- Identify any potential coverage issues immediately
- Discuss repair vs. replacement decisions

- Point out any code compliance issues
- Explain the claims process timeline

3. **Scope Development:**

- Create room-by-room damage list
- Specify repair methodologies
- Identify like kind and quality standards
- Note any matching issues
- Include all necessary temporary repairs

4. **Technical Assessments:**

- Use moisture meters in all suspect areas
- Check for hidden damage indicators
- Test all mechanical systems
- Evaluate structural integrity
- Assess mold risk factors

5. **Next Steps Discussion:**

- Provide timeline for estimate completion
- Explain how payment will be calculated
- Discuss ALE arrangements
- Identify any additional inspections needed
- Set expectations for communication

SECTION 8: COORDINATION REQUIREMENTS

OTHER PARTIES TO COORDINATE

Mortgage Company Requirements:

Mortgagee: [Lender Name]

Loan #: [Number]

Requirement: [Inspection report copy needed]

Contact: [Name and phone if known]

HOA/Property Management:

Association: [Name]
Management Company: [Name]
Requirements: [Any specific requirements]
Contact: [Name and phone]

Tenants (if rental property):

Tenant Name: [Name]
Unit: [If multi-unit]
Notice Required: [Hours/days]
Contact: [Phone number]

SECTION 9: INSPECTION CONDITIONS AND LOGISTICS

OPTIMAL INSPECTION CONDITIONS

Weather Considerations:

- Best if not actively raining (for roof inspection)
- Wind under 20mph (for drone use if needed)
- Daylight preferred but not required
- Can accommodate any weather with proper notice

Time Requirements:

- Estimated inspection duration: [2-4] hours
- Based on: [square footage] sq ft property
- [Number] of structures
- Extensive damage requiring thorough documentation

Equipment/Access Needs:

- Ladder access to roof (I can provide)
- Adequate lighting (I have work lights)
- Power for testing equipment (available)
- Keys to all locked areas (will provide)

SAFETY PROTOCOLS

Safety Equipment Recommended:

- Hard hat (recommended in [areas])
- Safety glasses
- Sturdy footwear
- Dust mask/respirator (for mold areas)
- Gloves

Hazard Notifications:

- Structural instability: [Specific locations]
 - Electrical hazards: [Areas to avoid]
 - Environmental concerns: [Mold/asbestos if known]
 - Physical hazards: [Debris, holes, etc.]
-

SECTION 10: REINSPECTION CONTINGENCIES

IF INITIAL INSPECTION INCOMPLETE

Should any areas not be inspected during the initial visit:

1. Document Uninspected Areas:

- List specific areas not accessed
- Reason for non-inspection
- Plan for follow-up inspection

2. Schedule Reinspection:

- Available for immediate return visit
- Can provide additional access as needed
- Will arrange specialist attendance if required

3. Supplemental Inspections:

- Will accommodate destructive testing if needed
 - Can coordinate specialist inspections
 - Available for multiple visits as required
-

SECTION 11: DOCUMENTATION PERMISSIONS

PERMISSIONS GRANTED

You have my full permission to:

- **Photography/Video:**
 - Take unlimited photos/video
 - Use drone for aerial inspection
 - Document with thermal imaging
 - Record our discussions (I will also record)
- **Testing:**
 - Conduct moisture testing
 - Take material samples if needed
 - Perform non-destructive testing
 - Use any diagnostic equipment
- **Access:**
 - Open/access any area
 - Move personal property as needed
 - Remove covering materials for inspection
 - Enter all structures on property

MY DOCUMENTATION

Please be advised that I will also be:

- Photographing the inspection
 - Video recording the inspection
 - Taking notes of all discussions
 - Having my contractor document findings
-

SECTION 12: VIRTUAL INSPECTION ALTERNATIVE

IF IN-PERSON INSPECTION NOT IMMEDIATELY AVAILABLE

I am willing to conduct a virtual inspection as an interim measure:

Virtual Inspection Capabilities:

- Platform options: [Zoom/Teams/FaceTime/WhatsApp]
- High-quality camera available
- Stable internet connection
- Can live-stream entire property

Virtual Inspection Availability:

- Available immediately upon request
- Can accommodate any time zone
- Will provide detailed video walkthrough
- Can focus on specific areas as directed

Follow-up Physical Inspection:

- Virtual does not replace physical inspection need
 - Must be followed by in-person inspection
 - Use only for initial assessment
-

SECTION 13: CONFIRMATION REQUIREMENTS**PLEASE CONFIRM BY [DATE - 48 HOURS]****Required Confirmation Details:****1. Inspection Date and Time:**

- Specific date: _____
- Arrival time: _____
- Estimated duration: _____

2. Adjuster Information:

- Adjuster name: _____
- Direct phone: _____
- Email: _____
- License #: _____

3. Inspection Scope:

- Will inspect all areas: Yes/No

- Special equipment bringing: _____
- Other parties approved to attend: _____

4. Preparation Instructions:

- Any specific preparation needed: _____
- Documents to have ready: _____
- Access requirements: _____

5. Communication:

- Best number to reach me: _____
 - Confirmation will be sent via: _____
 - Any changes notify by: _____
-

SECTION 14: ESCALATION WARNING

FAILURE TO SCHEDULE INSPECTION

Please be advised that if an inspection is not scheduled within [5] business days of this letter, I will be forced to take the following actions:

1. Immediate Escalation:

- Contact claims supervision/management
- File formal complaint with insurer's executive office
- Document bad faith claim handling

2. Regulatory Action:

- File complaint with [State] Department of Insurance
- Reference violation of prompt claim handling statutes
- Request regulatory intervention

3. Legal Remedies:

- Consult with coverage attorney
- Consider bad faith litigation
- Seek injunctive relief if necessary

4. Independent Action:

- Hire independent adjuster at insurer's expense
- Proceed with repairs to mitigate damages

- Document all additional costs due to delay

5. **Public Documentation:**

- File complaints with Better Business Bureau
- Post reviews on public forums
- Contact consumer protection agencies

Note: I prefer to resolve this cooperatively and hope these measures will not be necessary.

SECTION 15: INSPECTION FOLLOW-UP REQUIREMENTS

POST-INSPECTION EXPECTATIONS

Following the inspection, I request:

Within 24 Hours:

- Verbal summary of findings
- Coverage determination
- Any immediate concerns

Within 72 Hours:

- Written preliminary estimate
- Scope of repairs
- Timeline for payment

Within 5 Business Days:

- Complete written estimate
- Payment or detailed denial
- Clear next steps

Documentation Needed:

- Copy of adjuster's photos
 - Copy of estimate/scope
 - Written coverage determinations
 - Timeline for claim resolution
-

CLOSING STATEMENT

CONCLUSION

The prompt inspection of my property is critical to:

- Prevent further damage
- Begin necessary repairs
- Return my family to our home
- Fulfill policy obligations
- Mitigate increasing costs

I have been completely flexible with my schedule and will accommodate any inspection time you can provide. My property is easily accessible, all documentation is ready, and I am prepared to provide whatever assistance you need during the inspection.

Every day of delay causes additional damage and financial hardship. I have acted in good faith throughout this claim and have done everything possible to protect and preserve my property. I now need your immediate cooperation to move forward with the claim process.

Please contact me immediately at [phone number] to schedule this urgent inspection. I am available to discuss this matter at any time and look forward to your prompt response.

Time is of the essence.

SIGNATURE BLOCK

Thank you for your immediate attention to this urgent matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title - e.g., "Homeowner" or "Insured"]

[Date]

Contact Preference: [Phone/Email/Text]

Best Time to Reach: [Specify]

COPIES AND DISTRIBUTION

CC: [Insurance Company Claims Supervisor - Name]

[Insurance Company Claims Manager - Name]

[Public Adjuster - Name and Company]

[Attorney - Name and Firm]

[Mortgage Company - If required]

[File Copy]

Attachments:

- Exhibit A: Photos of current property condition
- Exhibit B: Timeline of previous contact attempts
- Exhibit C: Weather forecast showing urgency
- Exhibit D: Contractor availability documentation
- Exhibit E: Daily damage progression photos

DELIVERY TRACKING

Sent Via:

[] Certified Mail #: _____

Date Sent: _____

[] Email to: _____

Date/Time Sent: _____

Read Receipt: _____

[] Fax to: _____

Date/Time Sent: _____

Confirmation #: _____

[] Hand Delivered to: _____

Date/Time: _____

Received by: _____

[] Online Portal Submission:

Date/Time: _____

Confirmation #: _____

Screenshot saved: _____

FOLLOW-UP PROTOCOL

IF NO RESPONSE RECEIVED

Within 24 Hours:

- Follow up with phone call to adjuster
- Send email requesting confirmation
- Document attempt in claim log

Within 48 Hours:

- Call supervisor directly
- Send second written request
- Begin documenting for bad faith claim

Within 72 Hours:

- Contact claims management
- Prepare regulatory complaint
- Consult with attorney/public adjuster

ADDITIONAL STRATEGIC NOTES

USING THIS LETTER EFFECTIVELY

Before Sending:

1. Document all previous attempts to schedule
2. Take current photos of damage
3. Get contractor availability in writing
4. Check weather forecast for urgency
5. Review policy for inspection requirements

Customization Tips:

1. Adjust urgency level based on actual damage
2. Include specific state law citations if known
3. Reference any prior positive interactions
4. Mention length of time as policyholder
5. Add specific details unique to your situation

Follow-Up Strategy:

1. Send via multiple methods simultaneously
2. Keep detailed log of all communications
3. Be prepared to escalate quickly
4. Document any promises made
5. Record all phone conversations (if legal in your state)

Red Flags to Document:

- Adjuster says "too busy"
 - Repeated rescheduling
 - Unreasonable delay explanations
 - Pressure to use preferred contractors
 - Attempts to limit inspection scope
-

LEGAL CONSIDERATIONS

STATE-SPECIFIC REQUIREMENTS

Check Your State's Requirements For:

- Timeline for inspection (often 15-30 days)
- Notice requirements for access
- Recording consent laws
- Bad faith claim elements
- Department of Insurance complaint process

Common Statutory Violations:

- Failure to acknowledge claim timely

- Failure to investigate promptly
- Failure to provide reason for delay
- Failure to attempt good faith settlement
- Violation of Unfair Claims Practices Act

PRESERVING LEGAL RIGHTS

This Letter Helps Establish:

- Your cooperation and availability
- Urgency of inspection need
- Ongoing damage from delay
- Good faith efforts to mitigate
- Foundation for bad faith claim

Keep Records Of:

- All versions of this letter sent
 - Delivery confirmations
 - Responses received
 - Phone logs with dates/times
 - Names of everyone spoken to
 - Promises made and broken
-

SAMPLE SCRIPTS FOR FOLLOW-UP CALLS

CALLING THE ADJUSTER

"Hello [Name], I'm following up on my inspection request letter dated [date]. My property has now been damaged and exposed for [X] days. I need to schedule an inspection immediately to prevent further damage. I'm available any time that works for you, including evenings and weekends. When can you come?"

ESCALATING TO SUPERVISOR

"I need to speak with a supervisor about claim [number]. My adjuster has not scheduled an inspection despite [X] days passing since the loss. I've sent formal requests on [dates] and am available any time.

This delay is causing additional damage and may constitute bad faith. I need immediate supervisor intervention."

CALLING DEPARTMENT OF INSURANCE

"I need to file a complaint about [Insurance Company]'s handling of my claim. They have failed to inspect my property within the required timeframe despite my complete availability and multiple requests. I have documentation of all attempts. What is the formal complaint process?"

ALTERNATIVE ACTIONS IF NO RESPONSE

INDEPENDENT INSPECTION OPTIONS

If the insurance company fails to respond:

1. Hire Independent Adjuster:

- Document carrier's failure to inspect
- Hire PA or independent adjuster
- Bill carrier for costs
- Use report for claim/litigation

2. Engineer/Expert Inspection:

- Hire structural engineer
- Get specialized reports
- Create evidence for claim
- Establish damage extent

3. Contractor Detailed Estimate:

- Get comprehensive estimate
- Include photo documentation
- Have contractor sign affidavit
- Use as proof of loss

MITIGATION WITHOUT APPROVAL

If Forced to Begin Repairs:

- Document reason for proceeding
- Photograph everything before/during/after

- Keep all receipts and invoices
 - Get contractor affidavits
 - Video the entire process
 - Send notice to carrier
 - Reserve right to supplement
-

TEMPLATES FOR RELATED COMMUNICATIONS

EMAIL FOLLOW-UP TEMPLATE

Subject: URGENT - Inspection Request - Claim [Number] - Day [X] Since Loss

Dear [Adjuster Name],

This email follows my formal letter dated [date] requesting immediate property inspection. No inspection has been scheduled despite:

☒ days since loss

Property exposed to elements

Available any time

Escalating damage

Please call me immediately at [number] to schedule.

[Your name]

TEXT MESSAGE TEMPLATE

"Hi [Adjuster], following up on inspection request for claim [number]. Property suffering additional damage. Available anytime including evenings/weekends. Please advise inspection date ASAP. Thank you."

FINAL TIPS AND WARNINGS

DO's:

- ✓ Send via multiple methods
- ✓ Keep tone professional but urgent
- ✓ Document everything
- ✓ Be genuinely flexible on timing

- ✓ Include photos of damage
- ✓ Reference specific policy provisions
- ✓ Set clear deadlines for response

DON'Ts:

- X Make threats you won't follow through on
- X Use hostile or aggressive language
- X Exaggerate damage or urgency
- X Refuse reasonable inspection times
- X Hide any relevant information
- X Proceed with major repairs without notice
- X Give up after one attempt

WARNING SIGNS OF BAD FAITH:

- Excessive delays without explanation
 - Requiring unnecessary documentation
 - Refusing to inspect all damage
 - Limiting inspection time unreasonably
 - Bringing biased experts
 - Pre-determining coverage denials
 - Pressuring quick, low settlements
-

CONCLUSION AND DISCLAIMER

This comprehensive template provides a framework for requesting property inspection from insurance carriers. Every situation is unique, and this template should be customized to reflect your specific circumstances.

Remember:

- Your policy and state law govern specific requirements
- Document everything throughout the process
- Maintain professional tone despite frustration
- Consider professional help for complex claims

- Time limits apply to various claim actions

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