

Individual Assistance Preliminary Damage Assessment Form Instructions

Event:

Event Title - e.g. "Groundhog Day Tornado," "Severe Weather 2014"

As of:

Date of Damage Assessment - e.g. "6/2/14", "11/27/15"

Team Member(s):

Names of Team members - e.g. "Jane Doe - Property Appraiser"

Page:

Sheet number for the current date - e.g. "Page 1", "Page 6"

Hse/Biz

Street Number and unit/apt. e.g. "1208", "1208A"

Dir.

Direction in which street runs - e.g. "N", "S", "E", "W"

Street Name:

Name of Street - e.g. "Woodland Blvd", "Gatewood Ave"

City:

Abbreviate city name - e.g. "DEL", "NSB", "DLT", "DB", "OB"

Alt Key:

Insert Alternate Key if known

Type (Structure Type):

SF: Single Family

MF: Multi Family

MH: Mobile Home

BIZ: Business

Inaccessible:

Home is inaccessible to Damage Assessment team OR resident

Water Depth:

For flooding, approximate water depth in inches. In living areas only, does not include basement or crawl spaces.

DEFINITIONS

1. Structure Types: The most common structure types recorded are:

Single Family - A residential structure designed to host not more than one family, sharing no walls or structural elements with another dwelling.

Multi-Family - A residential structure designed to host more than one family, potentially sharing walls or structural elements with another dwelling (multiple doors).

Mobile Home - A residential structure with no permanent foundation and that may be readied for mobile transport.

Business - A structure whose sole use is that of a commercial, industrial or professional enterprise.

2. Ownership: Assistance estimates often depend on whether a resident owns the structure in which they reside and have no other residence to return to, for this reason it is important to assess property ownership.

Owner (O): A residential structure whose legal possessor is also the permanent resident.

Renter (R): A residential structure in which the legal possessor allows a tenant to use the structure as their permanent residence.

Secondary (2nd): A residential structure occupied part-time by a person in addition to his or her primary residence (ex. Beach-front homes, vacation properties).

3. Assistance: In order to justify additional assistance requests, it is important to ascertain whether a survivor has other assistance sources to help them recover, such as insurance or financial resources.

Insured (INS): A resident who is insured for the type of event which has caused damage.

Low-Income (LO): A resident who has limited resources to assist in their recovery.

4. Damage Level:

Destroyed- Structure is a total loss. Not economically feasible to rebuild. Permanently uninhabitable.

Major - Structure has sustained structural or significant damage and is currently uninhabitable.

Extensive repairs are necessary.

Minor - Encompasses a wide range of damage that does not affect the structural integrity of the residence.

Affected - Structure has received minimal (cosmetic) damage and is habitable without repairs.