



hazard insurance claims

1. When you file a Hazard Insurance Claim, please notify your Program Compliance Officer and provide a description of the reason for the claim — i.e., hail damage, water penetration, fire, etc. Please note that even if you do not intend to file a claim, your Program Compliance Officer should be notified of any significant damage to your property.
2. Your Program Compliance Officer will notify CHFA's Construction Services team who will contact the insurer and/or insured to coordinate an initial onsite inspection. If the insurer has already conducted an onsite inspection or if the nature of the claim warrants, Construction Services may opt to forego the initial inspection.
3. The insurance adjustment check, once endorsed by the insured, shall be delivered by the insured to the attention of the Program Compliance Officer at CHFA, who will ensure the check is coded and deposited into the appropriate disbursement account.
4. The insured will solicit three to five contractors to submit bids for the specific claim. By soliciting more than three bids, you will have a better chance of ending up with three solid bids for review.
5. Construction Services will review the insurance adjustment in conjunction with the bids and assist the insured with contractor selection. This is to ensure the work has been adequately defined by a qualified contractor and appropriately included in the contract terms and conditions.
6. Construction Services will give final approval of bid award, including approval of contract terms prior to owner execution of contract
7. Construction Services will request documents per the checklist (see below).

	Letter of Agreement regarding distribution of funds process, fees, and other specific payment requirements between CHFA and insured
	Construction documents (plans, specs, bids, draft contract, and other related documents)
	Contractor's certificate of insurance
	Contractor's W-9
	List of subcontractors used on this project (for subcontracts in excess of \$5,000.00)
	Contractor's draw schedule
	Anticipated start, duration, and completion dates

8. Upon receipt of each request for payment application, Construction Services will coordinate with the insured and contractor to schedule a site inspection to verify work and billing amount and authorize payment.
9. Following inspection, Construction Services will prepare an inspection and payment application approval report and deliver it to the Program Compliance Officer.
10. The Program Compliance Officer, upon their approval of the inspection and request for payment report, will complete the necessary check disbursement form and deliver it to Commercial Loan Servicing for payment.
11. Payment shall be delivered to the insured and shall take the form of a check jointly payable to the contractor and insured.
12. Construction Services will request an unconditional release waiver upon delivery of each progress payment and or partial progress payment.