

**INDIVIDUAL ASSISTANCE  
INITIAL DAMAGE ASSESSMENT FORM INSTRUCTIONS – For Flood Events**  
Form and Instructions Revised 06/2016

**HEADER/FOOTER**

- County- Include the county where the damage is being assessed
- City - Include 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, #3 – ADDRESS #, UNIT/SUITE #, STREET NAME**

- Indicate address number in Column #1, unite/suite number in Column #2 (if applicable) and street name in Column # 3. For example, the address 105 North Main Street would be recorded as follows:

Column #1 – 105

Column #2- Apt #2

Column #3 - 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. Be sure to annotate the street direction if applicable. (I.e. North, South, East, West)

- 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.

**#4 - 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.
- If using the electronic version of the form, select the appropriate dwelling from the drop down menu.

**#5 - OWN/RENT**

- Indicate if the occupant owns or rents the dwelling by recording O or R. If unknown, record UNK.
- If using the electronic version of the form select the applicable option from the drop down menu.

**#6 - DEPTH - BASEMENT**

- Record depth of water in the basement (clearly indicate in 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.)
- If unable to determine record UNKNOWN.
- If using the electronic version of the form select the applicable option from the drop down menu.

#### #7 - DEPTH – CRAWLSPACE

- Record depth of water in the crawlspace of the dwelling (clearly indicate in inches)
- If no water in the crawlspace, record 0
- If there is no crawlspace record NA
- If unable to determine the depth record UNKNOWN
- If using the electronic version of the form select the applicable option from the drop down menu.

#### #8 - DEPTH – 1<sup>ST</sup> FLOOR

- Record depth of water in the first floor of the dwelling (clearly indicate in inches).
- If no water in first floor, record 0.
- If apartment is in the basement or an upper floor, record NA.
- If unable to determine the depth record UNKNOWN
- If using the electronic version of the form select the applicable option from the drop down menu.

#### #9 - 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 N/A.
- 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.
- If using the electronic version of the form select the applicable option from the drop down menu.

#### #10 - 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).
- If using the electronic version of the form select the applicable option from the drop down menu.

#### #11 - 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.
- If using the electronic version of the form select the applicable option from the drop down menu.

## #12 - 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 - Damage caused by sewer back up only
  - D - No one home during damage assessment, cannot determine damage
  - E - No one home during damage assessment, information obtained by observation (waterline on house, for example) or from another source (neighbor, local official)
  - F - Water Heater, Furnace and/or Duct work was damaged or is/was not operable due to flood

(please annotate which mechanical was damaged or all.)

## 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  
MF - Multi Family  
MH - Mobile Home  
B - Business

INS - Insurance  
H - Home Owners  
R - Renters

## COMMENTS COLUMN KEY

A - No one living in dwelling at time of event  
B - Dwelling was not a primary residence  
C - Roof/Wall covered with tarp or plywood  
D - No one home during damage assessment, cannot determine damage  
E - No one home during damage assessment, information obtained by observation or from another source (neighbor, local official)

