

# CONDOMINIUM HURRICANE PREPARATION



CREATIVE  
MANAGEMENT  
COMPANY

## OFFICIAL LOSS INFORMATION

If you experience storm damage, please fill out this report and deliver it to or mail it to Creative Management Company, 8323 Southwest Freeway, Suite 330, Houston, Texas 77074 or email to [workorders@cmctx.com](mailto:workorders@cmctx.com).

You may contact our office at 713-772-4420. However, our phone lines may be down or extremely busy should a disaster occur; therefore, please be sure to complete this form in detail and return it promptly to the above location. If you must temporarily relocate, let us know how to reach you. Your cooperation and patience will be greatly appreciated.

The Association's insurance company will be notified, and you will be contacted. **Make only temporary repairs to prevent further damage.** Keep all receipts for expenses you incur. Insurance may not pay for damage they cannot witness. If you have losses related to personal items, i.e., furniture, clothing, small appliances, electronics, etc., you will need to file a claim with your personal insurance carrier. The Association's insurance does not cover these items. Please take pictures and/or videos of the damage. They will be very helpful to us in filing your claim.

Community Name: \_\_\_\_\_

Owner(s) Full Name: \_\_\_\_\_

Condominium/Townhome Address: \_\_\_\_\_

Owners Home Address, if different than above: \_\_\_\_\_

\_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Work Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Tenant Full Name: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Work Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Is home currently occupied? YES / NO

Is home habitable? YES / NO

If occupant of homes will be residing elsewhere on a temporary basis, please provide contact information:

\_\_\_\_\_

\_\_\_\_\_

