

## How to Complete a Residential Damage Assessment

1. Click the link on your phone or tablet: <https://goo.gl/HDTYwc>
2. Type the address of the property into the search bar and click on the magnifying glass or zoom into area.
3. Click on the map of the parcel until it is highlighted. This will populate the “address” section of the damage assessment.
4. Click the blue circle at the bottom of the screen with the lightbulb and pencil. If you do not see a blue circle, click “x” to delete the current pop-up.
5. Complete the damage assessment.
  - a. From the drop-down menu, select “residential”.
  - b. From the drop-down menu, select own/rent or N/A if there isn’t an owner present to answer the question.
  - c. From the drop-down menu, select whether or not the resident has flood insurance.
  - d. From the drop-down menu, select the level of damage:
    - i. Destroyed – Property will require demolition
    - ii. Major – Property was flooded and not inhabitable
    - iii. Minor – Property was flooded, but inhabitable
    - iv. Affected – Property was in the flooded area, but no water in the house
    - v. Vacant Lot – No structure on the property
  - e. Write any comments in the comments box, especially any current needs of the property owner.
  - f. Upload a photo if applicable.
6. Select “save” to save and submit the damage assessment. Select “back” to delete and select a new parcel.

\*If no one is home, leave pamphlet and collect what information you can.