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Insurance Check Checklist

Please provide the following documents as applicable:

A copy of the itemized description of the claim provided by the insurance company.
(This document breaks down the check amount by the different damages to the property.)

A copy of the contractor's estimate to repair the property.

A copy of the contract between the contractor and the member.

A copy of the contractor's invoice or work proposal.

Receipts showing amounts paid for repair materials *(if completing repairs yourself)*.

Partial Lien Release Form signed by the contractor when a deposit or partial payment is made to the contractor.

Full Lien Release Form signed by the contractor when the work is complete and the contractor is paid in full.

If you have any questions or concerns, please contact the CEFCU® First Mortgage Department.

Contact:

CEFCU First Mortgage Department

insurance-checks@cefcu.com

309.633.3764

1.800.633.7077, ext. 33764



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by NCUA