

# Creative Management Company

## Hurricane Ike- September 13, 2008

### *Official Loss Information Form*

If you experience storm damage, please fill out this report and deliver it to our office. You may deliver the form in person, via email or via facsimile as follows:

Creative Management Company  
8323 Southwest Freeway #330  
Houston, TX 77074  
Fax: 713-772-8655  
Email: [Kfutral@cmctx.com](mailto:Kfutral@cmctx.com)

You may contact our office at 713-772-4420. However, our staff may not be able to return your call personally at this time as our team is working diligently to mitigate damages and schedule repairs. Please be sure to complete this form in detail and return it promptly. If you must temporarily relocate, please let us know how we can reach you. Your cooperation and patience is needed and appreciated.

Please take pictures and/or videos of all damage. This will be very helpful to your Association when documenting all damages. If you have a loss 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 does not cover these types of items.

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

Condominium/Townhome address: \_\_\_\_\_

Is the home currently occupied: YES or NO

Is the home habitable: YES or NO

#### **Owner Information**

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

Home Telephone Number: \_\_\_\_\_

Work Telephone Number: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

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

Address (if different than unit address): \_\_\_\_\_  
\_\_\_\_\_

Address (if temporary due to the storm): \_\_\_\_\_  
\_\_\_\_\_

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