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

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 <u>personal items</u>, 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.

Community Name:		
Condominium/Townhome address:		
Is the home currently occupied: Is the home habitable:	YES or NO YES or NO	
Owner Information		
Home Telephone Number: Work Telephone Number:		
Address (if different that unit address):		
Address (if temporary due to the stor	rm):	

(continued to next page)

Tenant Information	
Tenant(s) Full Name: Home Telephone Number: Work Telephone Number: Cell Phone Number: Email Address:	
Please provide a complete listing of all damage to your condominium / to should include roofs, siding, chimneys, doors, windows, carpets, fallen tree poles, carports, etc. Please make note of all damages you observe in as possible. Also note any temporary repairs you have made or intend to perform of any receipts for emergency repairs. They may or may not be reimbursable of	es, exterior light much detail as a. Attach copies
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