




## How to replace your roof with insurance coverage

### Forward Insurance Report

Work with your provider to receive and forward your insurance report.

Step	Action
1.	<b>Record</b> the date and type of damage you believe may have occurred. Damage Date: <input type="text"/> Damage Type: <input type="text"/>
2.	<b>Contact</b> your insurance provider to let them know you may have damage to your roof and would like it assessed. <div>  <b>NOTE:</b> your provider may ask for the damage date and type recorded above.         </div>
3.	<b>Record</b> the claim number your insurance provides. Claim Number: <input type="text"/>
4.	<b>Record</b> the date the insurance adjustor plans to visit your home. Visit Date: <input type="text"/> <div>  <b>NOTE:</b> the adjustor may contact you a few days after your initial call to provide a visit date.         </div>
5.	<b>Forward</b> the insurance report to Empire Roofing once received. <div>  <b>NOTE:</b> the adjustor will review the damage and write up a report with the work and amount they are willing to pay for. This report may be received during the visit date or later via email or mail.         </div>





Insurance report received and forwarded.

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Agree, Select,  
Enjoy

Sign replacement agreement, make selections, relax, and enjoy.

6.	<p><b>Sign</b> the roofing agreement once received.</p> <div>  <p><b>NOTE:</b> Empire Roofing will provide you with an agreement based on the insurance report you forwarded and any additions you wish beyond the insurance coverage. Empire Roofing may perform a site visit to correct the report with your provider if needed to ensure the coverage is accurate.</p> </div>
7.	<p><b>Select</b> installation date and material options when contacted by the Empire Roofing production department.</p>
8.	<p><b>Send</b> initial insurance check and deductible check, as a down payment for materials, payable to Empire Roofing.</p> <div>  <p><b>NOTE:</b> Your provider will send you the initial insurance check. Checks can be sent to Empire Roofing via picture by texting 701-770-8388 or emailing <a href="mailto:info@empireroofingmn.com">info@empireroofingmn.com</a>. A receipt will be provided once pictures are received.</p> </div>
9.	<p><b>Relax</b> and watch your new roof be installed!</p>
10.	<p><b>Send</b> final insurance check to Empire Roofing once received.</p> <div>  <p><b>NOTE:</b> Empire Roofing will work with your provider to get you the final insurance check once work is complete and inspection is passed.</p> </div> <div>  <p><b>NOTE:</b> Once the final check is received by Empire Roofing, the production department will file for the lifetime manufacturer's warranty. You will receive the warranty papers via mail in 6 to 8 weeks.</p> </div>
11.	<p><b>Enjoy</b> your beautiful new roof!</p>

Agreement and selections complete.

Roof replacement complete.