



Homeowner: _____	RIR Rep Name: _____
Job Address: _____	Date: _____
City, State, Zip: _____, _____, _____	Insurance Co: _____
Telephone: _____	Claim # _____
Email: _____	

**IF NO PAYMENT COLLECTED FROM INSURANCE NO FURTHER OBLIGATION TO RIR!**

I agree to pay a non-refundable Administration fee of \$25 to begin all necessary processes as outlined herein.

Roof It Right, (RIR) will install new, full, or partial roof and/or other home repairs upon approval of insurance claim by my Insurance Company. If my Insurance Company completely denies the claim after all my legal options have been exhausted, and I am not provided with any funding for any damage projects, then this Contract will be **null and void** and I shall **owe RIR nothing**.

My only Out of Pocket, will be my deductible I hereby agree to forward all insurance proceeds to RIR, including any supplement or supplemental payments including Recoverable Depreciation made by Insurance Company for this claim, including monies for all work as a result consequential storm damages. RIR will consider performing a partial roof replacement if provisioned by the carrier and I agree. RIR is authorized to do all the work outlined in the Scope of Work approved by Insurance Company.

I understand and agree that the assistance RIR is providing me to receive a Total Roof Replacement, one that will meet the specifications of the Shingle Manufactures Warranty and to also use new and sound components as specified by the Shingle manufacturer, as well as Local and State Codes. Because I want this type of roof as provided by my Insurance Policy and not one that has items trimmed, removed, or re-used with the intention of saving the Insurance Company money. I know this may take additional time, because of all the steps necessary to get a Carrier to pay what they really owe. And if so, I further understand that these delays are on the part of my Insurance company, trying to save themselves money and not RIR, as it is also costing RIR time and money in helping me. I agree that RIR's involvement in assisting me to facilitate the claim process on my behalf comes at a great expense of time and resources for them. Items including, but not limited to: Inspections, Supplement Writers, filing Itel reports, paying for Storm and Hail reports, Office communications and secretarial services.

Therefore, I agree that once the process has begun as outlined, that if I terminate this Agreement for any reason, **other** than the Claim being Denied by the Carrier as outlined above, I agree to pay RIR the amount of the expenses incurred by them to that point. Changing to a cheaper option using the already pre-determined amounts from my Carrier does not constitute Termination of this agreement as long as RIR remain the Contractor.

I hereby appoint RIR as my Legal Representative for the sole purpose of communicating directly with my insurance and/or Mortgage Company regarding the identification of any pertinent property damage, and the status of payment for their Work. I further agree, to aid in collection of all monies due RIR by executing any necessary paperwork and/or communication with my insurance company and/or Mortgage Company. I understand and agree that this Representative Agreement shall commence at the time this document has been properly executed and it shall survive and not be affected by my subsequent death, incapacity, and/or bankruptcy. Any and all acts done by the Representative pursuant to the power confirmed herein during any period of my disability or incompetence shall have the same force and effect as if I were competent and not disabled.

*\*This page only required for use during the Inspection process and required when being used electronically!*

**Roof Specs**

Shingle Mfr. \_\_\_\_\_  
 Shingle Color \_\_\_\_\_  
 Tear off: \_\_\_\_\_ Layers: \_\_\_\_\_ #of Stories: \_\_\_\_\_  
 Pitch: \_\_\_\_\_ Felt \_\_\_\_\_ IWS \_\_\_\_\_  
 Vents: \_\_\_\_\_ 750's \_\_\_\_\_ Ridge \_\_\_\_\_ Turbines \_\_\_\_\_  
 Drip Edge \_\_\_\_\_ Pipe Jacks \_\_\_\_\_ Skylights \_\_\_\_\_  
 Extended Warranty: \_\_\_\_\_  
 Remove debris from yard, gutters, roof and driveway \_\_\_\_\_  
 Roll perimeter for nails: \_\_\_\_\_  
 Protect landscape: \_\_\_\_\_ Other: \_\_\_\_\_  
 Existing Extended Warranty: \_\_\_\_\_

**Gutter / Siding Specs**

Gutters \_\_\_\_\_ Downspouts \_\_\_\_\_ OS Downspouts \_\_\_\_\_  
 Color \_\_\_\_\_  
 Soffit \_\_\_\_\_ Fascia \_\_\_\_\_  
 Siding Mfr. \_\_\_\_\_ Color \_\_\_\_\_  
 Siding Style: D4 \_\_\_\_\_ Dutchlap \_\_\_\_\_ Other \_\_\_\_\_  
 Fanfold Insulation \_\_\_\_\_ Housewrap \_\_\_\_\_  
 Wraps: Window \_\_\_\_\_ Doors \_\_\_\_\_  
 Trim Colors \_\_\_\_\_  
 Permits: \_\_\_\_\_

**SPECIFIC INSTRUCTIONS:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**DAMAGE REPORT**

	Wind	Hail	Type
<input type="checkbox"/> Roof	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Siding	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Gutters/Downspouts	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Soffit / Fascia	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Other	<input type="checkbox"/>	<input type="checkbox"/>	_____

**NOTES FOR ALL DAMAGES:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**PRICING AGREEMENT**

<input type="checkbox"/> Roofing 3TAB shingles	\$409/SQ
<input type="checkbox"/> Roofing DIMENSIONAL	\$459/SQ
<input type="checkbox"/> Roofing Designer	\$959/SQ
<input type="checkbox"/> Standard Vinyl Siding	\$699/SQ
<input type="checkbox"/> Gutters and downspouts	\$15/LF
<input type="checkbox"/> Gutter helmets	\$25/LF
<input type="checkbox"/> Gutter screens	\$12/LF
<input type="checkbox"/> Aluminum fascia wrap	\$20/LF
<input type="checkbox"/> Windows/doors frame aluminum wrap	\$15/LF
<input type="checkbox"/> Others: _____	

**DEDUCTIBLE:** \$ \_\_\_\_\_

*Signing this Agreement, the Customer acknowledges that their assistance will be needed in getting their carrier to work with us on the amount of funds necessary to do their project "Right" including Code Compliant items and to receive the Extended Warranty as provided and outlined by the Shingle Manufacturer and any consequential work such as Interior damage. RIR's TEAM agrees to assist the Customer through education to successfully communicate these things to their carrier, including Invoking their Right of Appraisal if necessary.*

ACCEPTANCE OF AGREEMENT. By my signature below, I agree to the terms and conditions contained in this Representation Agreement and further understand that this is a preliminary overview of the situation with the damages sustained at my property and the final details and amounts owed by my carrier and any upgrades chosen by me will be detailed and defined on the actual Contract prior to the job beginning. I also understand that I am responsible for the payment of any Deductibles of my policy and that they must be paid prior to any work beginning. I acknowledge receipt of a copy of this Representation Agreement.

IN WITNESS WHEREOF AND INTENDING TO BE LEGALLY BOUND, the parties involved have executed.

Date: \_\_\_\_\_

Homeowner

\_\_\_\_\_

RIR Representative

## **Roofing Agreement - What's Next? Getting the Claim Filed**

1. Sign our E document: "Roof It Right Represents Provisions" and pay the applicable Administration Fee, to allow the Roof It Right Inspector to meet with the Adjuster at the time of his inspection to prevent him from unjustifiably denying your claim.

2. Your paperwork will be submitted to the Roofing Division at Roof It Right And it will be handled by your RIR Representative:

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3. Contact your insurance company and to file a claim.

*You will need to tell your insurance carrier that they are permitted to share the detailed information with Roof It Right.*

You will need to provide us with the Claim Number.

4. Schedule an appointment with your adjuster at a time when you will be home. Make sure to point out to them all interior damages. Inform us of the date and time of the appointment.

### **Getting the Claim Approved**

5. Roof It Right Expert meets with the Insurance Adjuster.

6. Roof It Right Expert points out and reviews all damage found and provides necessary expertise to assure the proper repair or replacement Scope to the Insurance Adjuster.

7. Roof It Right Expert meets with you and reviews the results:

- What has been approved.
- Authorize the Construction Agreement
- Our process in replacing the roof;
- Selection of shingles and colors;
- Collection of insurance deductible and execute the job Contract.

8. Forward all funds sent to you, directly to Roof It Right. 1452 Hugh Ave, Louisville, KY 40213 or by using our automated Payment Request which will be sent to you via email.

Your mortgage company may be a co-payee. If so, you will need to arrange to get your mortgage company's endorsement.

### **Getting the Work Completed**

9. Roof It Right schedules all work to be completed:

Contacts you to arrange date of roof installation (weather permitting) and any other work necessary for the Project; Orders dumpster; Orders all materials; Schedules applicable crews to do the approved work.

10. Roof It Right reviews the completed work with you.

11. Roof It Right provides your insurance company with a Certification of Completion letter (if applicable).

12. An additional check (for depreciation recovery) or supplemental check may be issued by your insurance company for the approved work. This process is the same as "Payments Processing" in Section 7 & 8, above.

**Thank you very much for your business**