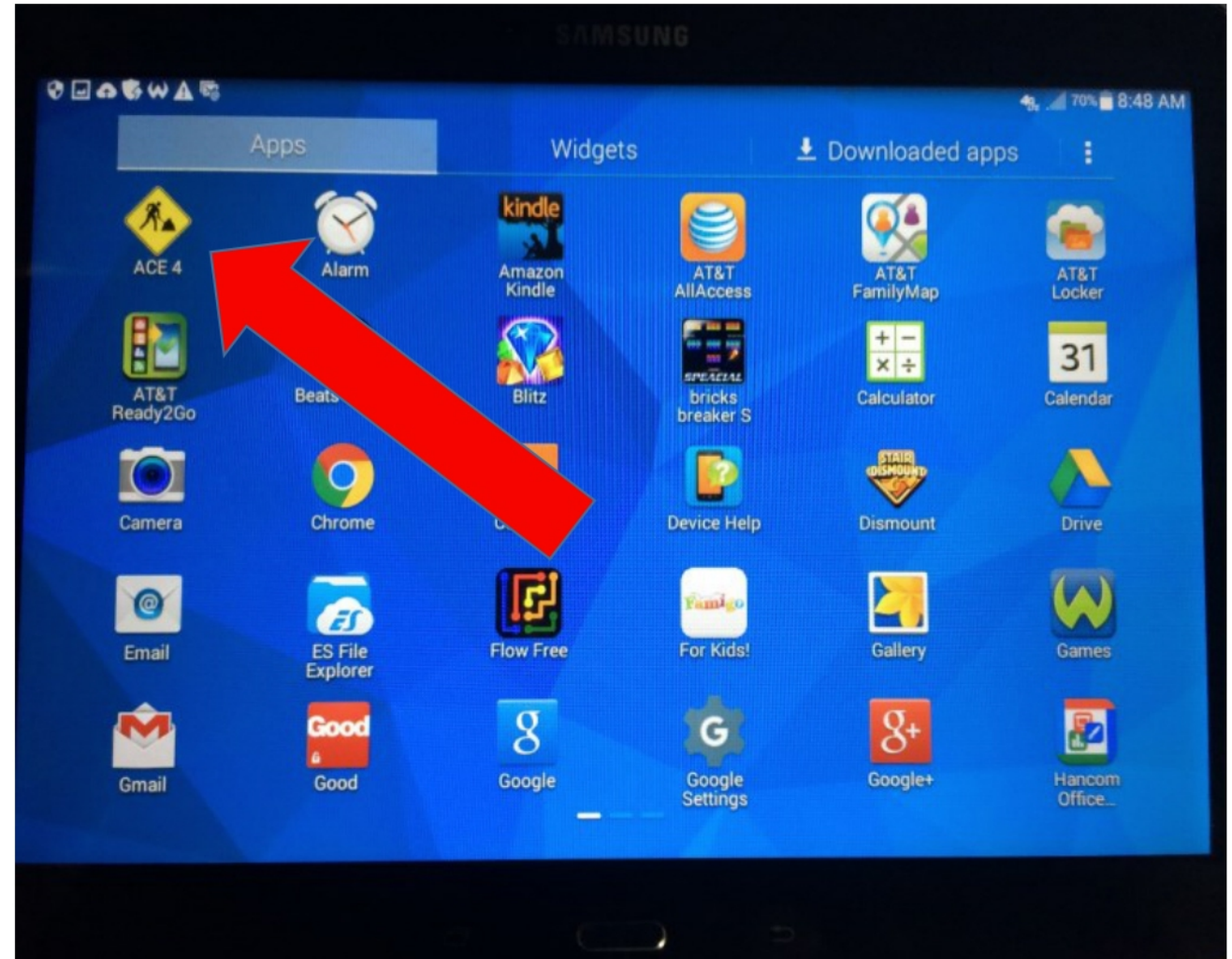


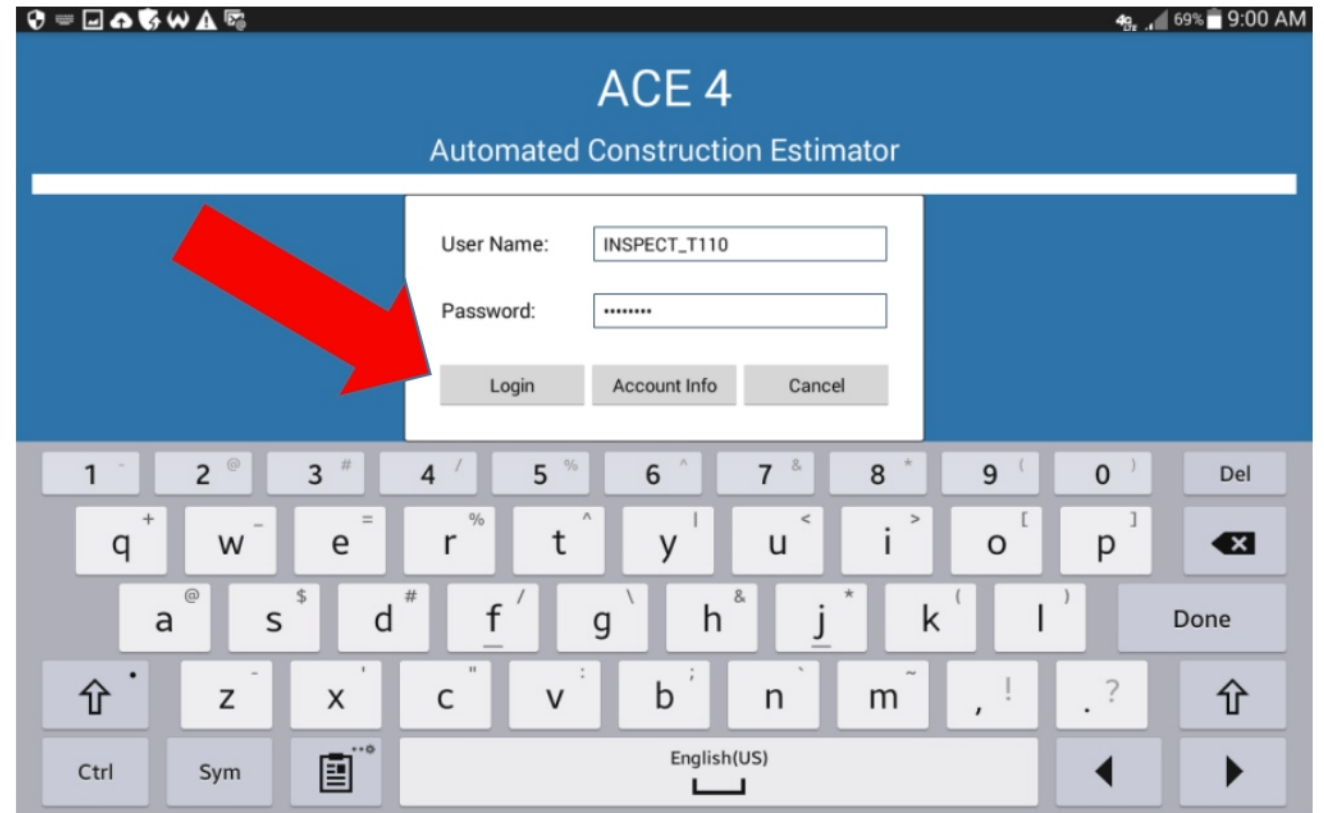
# Getting Started

Tap the “ACE4” icon.



# Login Screen Appears

Enter Inspector User name if not already populated. Enter Password. Tap Login.







# Outbox

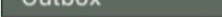
Contains the completed inspections that are ready to be communicated / uploaded to NEMIS. In this case there are no inspections ready to be communicated.


The screenshot shows the NEMIS Outbox interface. At the top, there is a navigation bar with tabs for INSPECTIONS, OUTBOX (selected), and ARCHIVED. To the right of the tabs are links for COMMUNICATE and EMAIL SUPPORT. Below the navigation bar is a header for the 'Outbox' section. The main area contains a table with the following columns: DR, Applicant, Street Address, City, State, Zip, County, Reg ID, Status, Reason, Type, Age (days), and Insp #. The table is currently empty. At the bottom of the interface is a 'Quick Info' section with a grid of input fields for various details.

DR	Applicant	Street Address	City	State	Zip	County	Reg ID	Status	Reason	Type	Age (days)	Insp #
----	-----------	----------------	------	-------	-----	--------	--------	--------	--------	------	------------	--------

**Quick Info:**

Insp #:	Relation to Home:	FEMA Notes:	Damaged Phone:
Home Address:			Current Phone:
County:	Insurance:		Cell Phone:
			Alternate Phone:
			Email:





60% 10:55 AM



INSPECTIONS

OUTBOX

ARCHIVED

 COMMUNICATE
  EMAIL SUPPORT
 

Outbox

DR	Applicant	Street Address	City	State	Zip	County	Reg ID	Status	Reason	Type	Age (days)	Insp #
1395	INFINITY, RAYMOND C.	105448 BAYBERRY LN	ASHBURN	Virginia	20148	Loudoun	15-0341672	Return	Initial	Conflict of Interest	1478	

Quick Info:

Insp #:

Home Address:

County:

Relation to Home:

Insurance:

FEMA Notes:

Damaged Phone:

Current Phone:

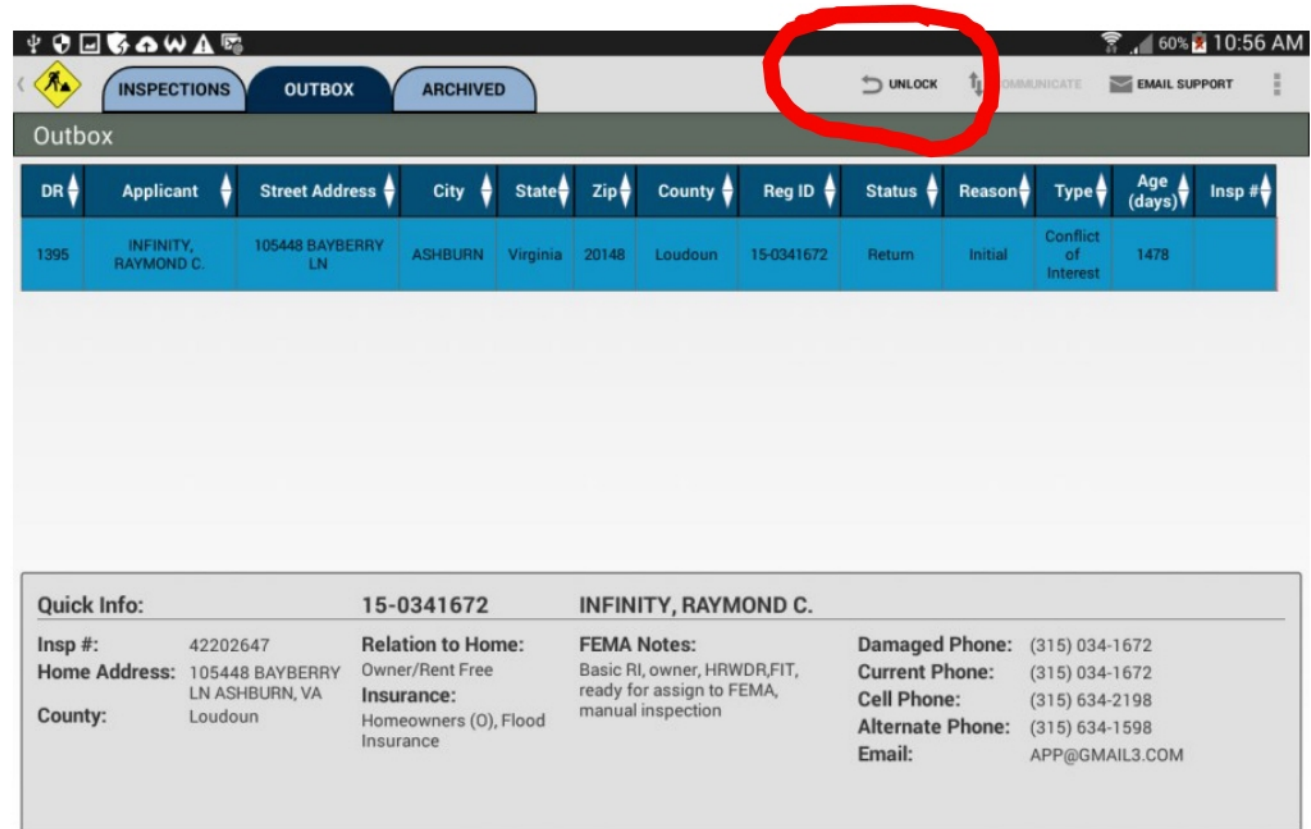
Cell Phone:

Alternate Phone:

Email:

# Outbox

Unlocking a case. Tap case you desire to unlock. Once highlighted tap Unlock. This returns the case to the inspections tab and you can start over or make a change.



The screenshot shows a mobile application interface with a top navigation bar containing 'INSPECTIONS', 'OUTBOX', and 'ARCHIVED' tabs. The 'OUTBOX' tab is selected. A red circle highlights the 'UNLOCK' button in the top right corner. Below the navigation bar is a table with the following data:

DR	Applicant	Street Address	City	State	Zip	County	Reg ID	Status	Reason	Type	Age (days)	Insp #
1395	INFINITY, RAYMOND C.	105448 BAYBERRY LN	ASHBURN	Virginia	20148	Loudoun	15-0341672	Return	Initial	Conflict of Interest	1478	

Below the table is a 'Quick Info' section for case 15-0341672, INFINITY, RAYMOND C.

Quick Info:		15-0341672	INFINITY, RAYMOND C.
Insp #:	42202647	Relation to Home:	FEMA Notes:
Home Address:	105448 BAYBERRY LN ASHBURN, VA	Owner/Rent Free	Basic RI, owner, HRWDR, FIT, ready for assign to FEMA, manual inspection
County:	Loudoun	Insurance:	Damaged Phone:
		Homeowners (O), Flood Insurance	(315) 034-1672
			Current Phone:
			(315) 034-1672
			Cell Phone:
			(315) 634-2198
			Alternate Phone:
			(315) 634-1598
			Email:
			APP@GMAIL3.COM

# Archived

Inspections that have been completed and communicated can be viewed for up to 7 days after they have been communicated. After 7 days, the system will purge the data. No inspections have been completed using this pad within the last seven days.

The screenshot shows a mobile application interface for 'Archived Inspections'. At the top, there is a status bar with various icons and the time '11:36 AM'. Below the status bar is a navigation bar with three tabs: 'INSPECTIONS', 'OUTBOX', and 'ARCHIVED'. The 'ARCHIVED' tab is currently selected. To the right of the tabs are two buttons: 'FILTER BY DISASTER' and 'DELETE'. Below the navigation bar is a header for 'Archived Inspections'. Underneath the header is a table with the following columns: 'DR', 'Applicant', 'Street Address', 'City', 'State', 'Zip', 'County', 'Reg ID', 'Reason', 'Type', and 'Insp #'. The table is currently empty. At the bottom of the screen is a 'Quick Info' section with a grid of labels for data entry: 'Insp #:', 'Home Address:', 'County:', 'Relation to Home:', 'Insurance:', 'FEMA Notes:', 'Damaged Phone:', 'Current Phone:', 'Cell Phone:', 'Alternate Phone:', and 'Email:'.

DR	Applicant	Street Address	City	State	Zip	County	Reg ID	Reason	Type	Insp #
----	-----------	----------------	------	-------	-----	--------	--------	--------	------	--------

**Quick Info:**

Insp #:	Relation to Home:	FEMA Notes:	Damaged Phone:
Home Address:			Current Phone:
County:	Insurance:		Cell Phone:
			Alternate Phone:
			Email:



A single tap on an inspection row allows the Quick Info to populate


Quick Info provides the registration number, home address, whether the applicant is owner or renter, notes associated with the application and contact numbers.

Inspections											
DR	Applicant	Street Address	City	State	Zip	County	Reg ID	Status	Reason	Type	Age (days)
1395	INFINITY, RAYMOND C.	105448 BAYBERRY LN	ASHBURN	Virginia	20148	Loudoun	15-0341672	Open	Initial	Standard	1478
1395	YOUTUBE, INSPECTORY	105559 WINTER PARK DR	LOVETTSVILLE	Virginia	20180	Loudoun	15-0341673	Open	Initial	Standard	1478
1395	POSEIDON, INSPECTORP	117332 HARVEY ST	PHILOMONT	Virginia	20131	Loudoun	15-0341865	Open	Initial	Standard	1478
1395	POSEIDON, INSPECTORP	117541 RINGGOLD ST	DULLES	Virginia	20101	Loudoun	15-0341867	Open	Initial	Standard	1478

<b>Quick Info:</b>		<b>15-0341672</b>	<b>INFINITY, RAYMOND C.</b>
<b>Insp #:</b>	42202647	<b>Relation to Home:</b>	<b>FEMA Notes:</b>
<b>Home Address:</b>	105448 BAYBERRY LN ASHBURN, VA	Owner/Rent Free	Basic RI, owner, HRWDR, FIT, ready for assign to FEMA, manual inspection
<b>County:</b>	Loudoun	<b>Insurance:</b>	<b>Damaged Phone:</b> (315) 034-1672
		Homeowners (O), Flood Insurance	<b>Current Phone:</b> (315) 034-1672
			<b>Cell Phone:</b> (315) 634-2198
			<b>Alternate Phone:</b>
			<b>Email:</b>

# Select

Tapping on select will open the case for inspection.



The screenshot shows a mobile application interface for 'Inspections'. At the top, there's a navigation bar with tabs for 'INSPECTIONS', 'OUTBOX', and 'ARCHIVED'. To the right of these tabs are buttons for 'SELECT', 'SCHEDULER', 'CHANGE STATUS', and 'NEW SWEEP'. A large red arrow points to the 'SELECT' button. Below the navigation bar is a table titled 'Inspections' with columns: DR, Applicant, Street Address, City, State, Zip, County, Reg ID, Status, Reason, Type, Age (days), and Insp #. The table contains four rows of inspection data. Below the table is a 'Quick Info' section for the selected inspection (Reg ID: 15-0341672, Applicant: INFINITY, RAYMOND C.).


DR	Applicant	Street Address	City	State	Zip	County	Reg ID	Status	Reason	Type	Age (days)	Insp #
1395	INFINITY, RAYMOND C.	105448 BAYBERRY LN	ASHBURN	Virginia	20148	Loudoun	15-0341672	Open	Initial	Standard	1478	
1395	YOUTUBE, INSPECTORY	105559 WINTER PARK DR	LOVETTSVILLE	Virginia	20180	Loudoun	15-0341673	Open	Initial	Standard	1478	
1395	POSEIDON, INSPECTORP	117332 HARVEY ST	PHILOMONT	Virginia	20131	Loudoun	15-0341865	Open	Initial	Standard	1478	
1395	POSEIDON, INSPECTORP	117541 RINGGOLD ST	DULLES	Virginia	20101	Loudoun	15-0341867	Open	Initial	Standard	1478	

Quick Info:		15-0341672	INFINITY, RAYMOND C.	
Insp #:	42202647	Relation to Home:	FEMA Notes:	
Home Address:	105448 BAYBERRY LN ASHBURN, VA	Owner/Rent Free	Basic RI, owner, HRWDR, FIT, ready for assign to FEMA, manual inspection	
County:	Loudoun	Insurance:	Damaged Phone: (315) 034-1672	
		Homeowners (O), Flood Insurance	Current Phone: (315) 034-1672	
			Cell Phone: (315) 634-2198	
			Alternate Phone:	
			Email:	

# Scheduler

Select the applicants inspection then tap scheduler; this will open the the scheduling screen.



The image shows a mobile application interface for inspections. At the top, there is a navigation bar with icons and a status bar showing 68% battery and 9:11 AM. Below the navigation bar, there are three tabs: 'INSPECTIONS' (selected), 'OUTBOX', and 'ARCHIVED'. To the right of these tabs are buttons for 'SELECT', 'SCHEDULER', 'CHANGE STATUS', and 'NEW SWEEP'. The main content area is titled 'Inspections' and displays a table of inspection records. Below the table, there is a 'Quick Info' section for the selected inspection.

DR	Applicant	Street Address	City	State	Zip	County	Reg ID	Status	Reason	Type	Age (days)	Insp #
1395	INFINITY, RAYMOND C.	105448 BAYBERRY LN	ASHBURN	Virginia	20148	Loudoun	15-0341672	Open	Initial	Standard	1478	
1395	YOUTUBE, INSPECTORY	105559 WINTER PARK DR	LOVETTSVILLE	Virginia	20180	Loudoun	15-0341673	Open	Initial	Standard	1478	
1395	POSEIDON, INSPECTORP	117332 HARVEY ST	PHILOMONT	Virginia	20131	Loudoun	15-0341865	Open	Initial	Standard	1478	
1395	POSEIDON, INSPECTORP	117541 RINGGOLD ST	DULLES	Virginia	20101	Loudoun	15-0341867	Open	Initial	Standard	1478	

**Quick Info:** 15-0341672 INFINITY, RAYMOND C.

<b>Insp #:</b> 42202647	<b>Relation to Home:</b> Owner/Rent Free	<b>FEMA Notes:</b> Basic RI, owner, HRWDR, FIT, ready for assign to FEMA, manual inspection	<b>Damaged Phone:</b> (315) 034-1672
<b>Home Address:</b> 105448 BAYBERRY LN ASHBURN, VA	<b>Insurance:</b> Homeowners (O), Flood Insurance		<b>Current Phone:</b> (315) 034-1672
<b>County:</b> Loudoun			<b>Cell Phone:</b> (315) 634-2198
			<b>Alternate Phone:</b>
			<b>Email:</b>

# Scheduler

Set the date and time for the scheduled inspection. Change the status to Scheduled and save.

The screenshot shows a mobile application interface for scheduling inspections. At the top, there are tabs for 'INSPECTIONS', 'OUTBOX', and 'ARCHIVED'. The 'INSPECTIONS' tab is active. Below the tabs, the title 'Scheduler' is displayed with a help icon. To the right of the title, the 'Registration ID' is shown as '(b) (6)'. The main content area is divided into three sections. The top section features a calendar for September 2017. The calendar shows the days of the week (S, M, T, W, T, F, S) and the dates. The date '17' is highlighted in blue. To the right of the calendar, there is a time selection area with a digital clock showing '8:24' and '9:25 AM'. The middle section is titled 'Change Status' and contains three buttons: 'Open', 'Contact Pending', and 'Scheduled'. The 'Scheduled' button is highlighted with a green border. Below this, there is a 'Comments' section with two buttons: 'Add Comment' and 'View Comments'. The bottom section is titled 'Quick Info' and contains a table of inspection details.

Quick Info:		15-0341672	INFINITY, RAYMOND C.	
Insp #:	42202647	Relation to Home:	FEMA Notes:	Damaged Phone:
Home Address:	105448 BAYBERRY LN ASHBURN, VA	Owner/Rent Free	Basic RI, owner, HRWDR,FIT, ready for assign to FEMA, manual inspection	(315) 034-1672
County:	Loudoun	Insurance:		Current Phone:
		Homeowners (O), Flood Insurance		(315) 634-2198
				Alternate Phone:
				Email:

At the bottom of the screen, there are three buttons: 'Cancel', 'Save', and 'Continue'.

October 26, 2018

# Scheduled appointment

Notice under status, the date and time of the scheduled inspection appointment. Note: By clicking the "Status" column header, the scheduled inspections will appear at the top of the list of inspections in order of their scheduled date and time.

Inspections											
DR	Applicant	Street Address	City	State	Zip	County	Reg	Status	Reason	Type	Age (days)
1395	INFINITY, RAYMOND C.	105448 BAYBERRY LN	ASHBURN	Virginia	20148	Loudoun	15-0341162	09/21/2017 09:25 AM	Initial	Standard	1478
1395	YOUTUBE, INSPECTORY	105559 WINTER PARK DR	LOVETTSVILLE	Virginia	20180	Loudoun	15-034167	Open	Initial	Standard	1478
1395	POSEIDON, INSPECTORP	117332 HARVEY ST	PHILOMONT	Virginia	20131	Loudoun	15-0341865	Open	Initial	Standard	1478
1395	POSEIDON, INSPECTORP	117541 RINGGOLD ST	DULLES	Virginia	20101	Loudoun	15-0341867	Open	Initial	Standard	1478


**Quick Info:**

Insp #:	Relation to Home:	FEMA Notes:	Damaged Phone:
Home Address:	Insurance:		Current Phone:
County:			Cell Phone:
			Alternate Phone:
			Email:



# Change Status

Select an inspection row and the available options appear; tap on Change Status.



The screenshot shows a mobile application interface for inspections. At the top, there is a navigation bar with icons on the left and buttons labeled 'SELECT', 'SCHEDULER', 'CHANGE STATUS', and 'NEW SWEEP' on the right. Below the navigation bar is a tab bar with three tabs: 'INSPECTIONS' (selected), 'OUTBOX', and 'ARCHIVED'. The main content area displays a table of inspections. The table has columns for DR, Applicant, Street Address, City, State, Zip, County, Reg ID, Status, Reason, Type, Age (days), and Insp #. Below the table is a 'Quick Info' section for the selected inspection (Reg ID 15-0341672, INFINITY, RAYMOND C.).

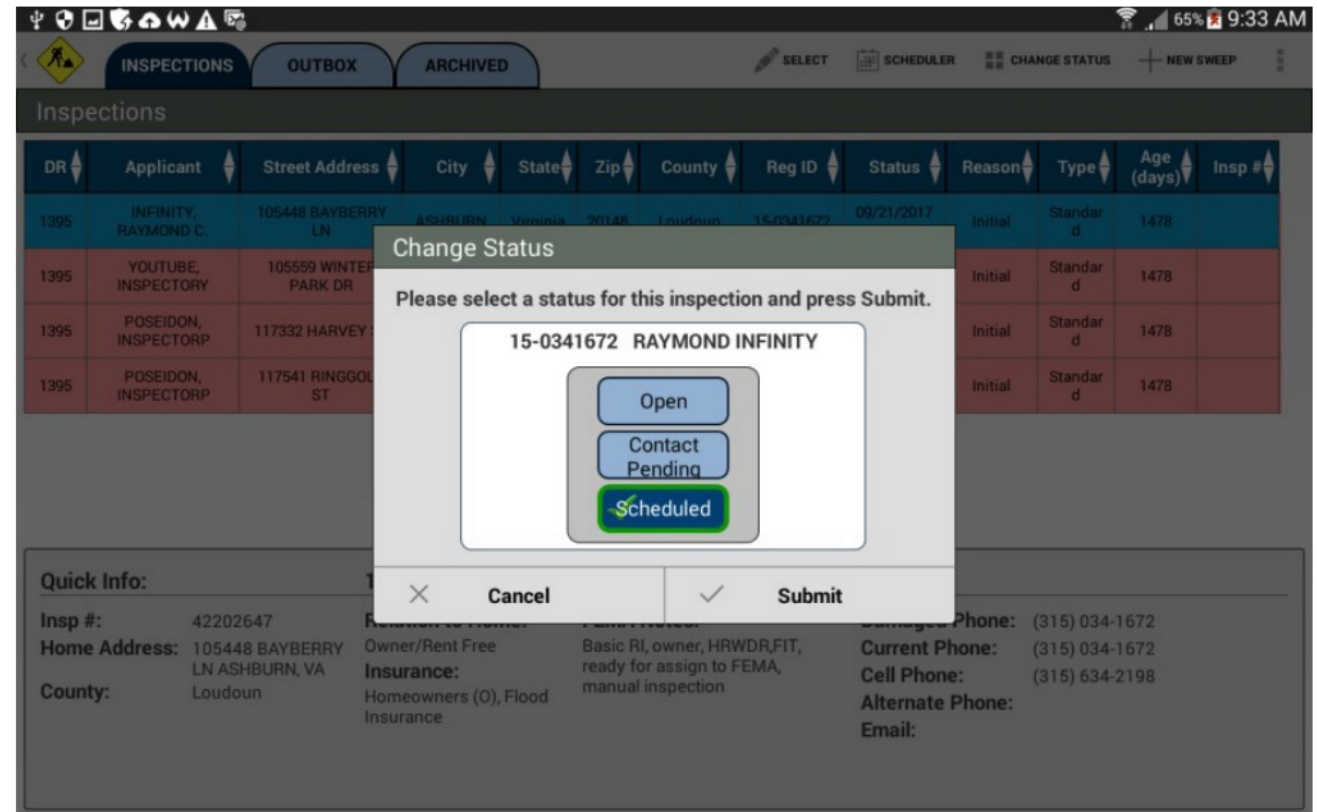
DR	Applicant	Street Address	City	State	Zip	County	Reg ID	Status	Reason	Type	Age (days)	Insp #
1395	INFINITY, RAYMOND C.	105448 BAYBERRY LN	ASHBURN	Virginia	20148	Loudoun	15-0341672	Open	Initial	Standard	1478	
1395	YOUTUBE, INSPECTORY	105559 WINTER PARK DR	LOVETTSVILLE	Virginia	20180	Loudoun	15-0341673	Open	Initial	Standard	1478	
1395	POSEIDON, INSPECTORP	117332 HARVEY ST	PHILOMONT	Virginia	20131	Loudoun	15-0341865	Open	Initial	Standard	1478	
1395	POSEIDON, INSPECTORP	117541 RINGGOLD ST	DULLES	Virginia	20101	Loudoun	15-0341867	Open	Initial	Standard	1478	

**Quick Info:** 15-0341672 INFINITY, RAYMOND C.

<b>Insp #:</b> 42202647	<b>Relation to Home:</b> Owner/Rent Free	<b>FEMA Notes:</b> Basic RI, owner, HRWDR, FIT, ready for assign to FEMA, manual inspection	<b>Damaged Phone:</b> (315) 034-1672
<b>Home Address:</b> 105448 BAYBERRY LN ASHBURN, VA	<b>Insurance:</b> Homeowners (O), Flood Insurance		<b>Current Phone:</b> (315) 034-1672
<b>County:</b> Loudoun			<b>Cell Phone:</b> (315) 634-2198
			<b>Alternate Phone:</b>
			<b>Email:</b>


# Change status

Provides the means to change application status to Open or Contact Pending. For example, if you called an applicant and left a message trying to set an appointment, the status can be changed to Contact Pending to identify applicants you've tried to reach. When done tap submit.



# New Sweep

Only used if instructed. This is intended for remote areas where applicants can not register through traditional methods. This type of inspection registers the applicant and allows the inspection to be performed at the same time. This will only work when Sweep inspections are activated.



INSPECTIONS OUTBOX ARCHIVED + NEW SWEEP

Inspections

DR	Applicant	Street Address	City	State	Zip	County	Reg ID	Status	Reason	Type	Age (days)	Insp #
1395	INFINITY, RAYMOND C.	105448 BAYBERRY LN	ASHBURN	Virginia	20148	Loudoun	15-0341672	09/21/2017 10:59 AM	Initial	Not Primary Residence	1478	
1395	YOUTUBE, INSPECTORY	105559 WINTER PARK DR	LOVETTSVILLE	Virginia	20180	Loudoun	15-0341673	Open	Initial	Standard	1478	
1395	POSEIDON, INSPECTORP	117332 HARVEY ST	PHILOMONT	Virginia	20131	Loudoun	15-0341865	Open	Initial	Standard	1478	
1395	POSEIDON, INSPECTORP	117541 RINGGOLD ST	DULLES	Virginia	20101	Loudoun	15-0341867	Open	Initial	Standard	1478	

Quick Info:

Insp #:	Relation to Home:	FEMA Notes:	Damaged Phone:
Home Address:			Current Phone:
County:	Insurance:		Cell Phone:
			Alternate Phone:
			Email:

# Skills Check


# Standard Inspection

October 26, 2018



# Select the inspection to be completed

Note the color changed; now tap Select to open the applicants inspection.



The screenshot shows a mobile application interface for 'Inspections'. At the top, there is a navigation bar with tabs for 'INSPECTIONS' (selected), 'OUTBOX', and 'ARCHIVED'. To the right of these tabs are buttons for 'SELECT', 'SCHEDULER', 'CHANGE STATUS', and 'NEW SWEEP'. Below the navigation bar is a table titled 'Inspections' with columns: DR, Applicant, Street Address, City, State, Zip, County, Reg ID, Status, Reason, Type, Age (days), and Insp #. The table contains four rows of inspection data. Below the table is a 'Quick Info' section for the selected inspection (Reg ID: 15-0341672, Applicant: INFINITY, RAYMOND C.).

DR	Applicant	Street Address	City	State	Zip	County	Reg ID	Status	Reason	Type	Age (days)	Insp #
1395	INFINITY, RAYMOND C.	105448 BAYBERRY LN	ASHBURN	Virginia	20148	Loudoun	15-0341672	Open	Initial	Standard	1478	
1395	YOUTUBE, INSPECTORY	105559 WINTER PARK DR	LOVETTSVILLE	Virginia	20180	Loudoun	15-0341673	Open	Initial	Standard	1478	
1395	POSEIDON, INSPECTORP	117332 HARVEY ST	PHILOMONT	Virginia	20131	Loudoun	15-0341865	Open	Initial	Standard	1478	
1395	POSEIDON, INSPECTORP	117541 RINGGOLD ST	DULLES	Virginia	20101	Loudoun	15-0341867	Open	Initial	Standard	1478	

Quick Info:		15-0341672	INFINITY, RAYMOND C.
Insp #:	42202647	Relation to Home:	FEMA Notes:
Home Address:	105448 BAYBERRY LN ASHBURN, VA	Owner/Rent Free	Basic RI, owner, HRWDR, FIT, ready for assign to FEMA, manual inspection
County:	Loudoun	Insurance:	Damaged Phone:
		Homeowners (O), Flood Insurance	(315) 034-1672
			Current Phone:
			(315) 034-1672
			Cell Phone:
			(315) 634-2198
			Alternate Phone:
			Email:

## App info tab

This is the default screen the application opens to. Note the question marks. By tapping on the question mark a help screen appears.

App Info

INFINITY, RAYMOND / 15-0341672

Home Address ? Edit Confirm

105448 BAYBERRY LN  
ASHBURN, VA 20148  
Loudoun

Mailing Address ? Edit Confirm

105448 BAYBERRY LN  
ASHBURN, VA 20148

Contact Info ? Edit Confirm

Damaged Phone (315) 034-1672  
Current Phone (315) 034-1672  
Cell Phone (315) 634-2198  
Alternate Phone  
E-mail Address

Inspection Type ? Change

Standard

Residents of Home ? Edit Confirm

Name	Relationship	Date of Birth
INFINITY, RAYMOND C	Registrant	7/1/1935
INFINITY, JENNIFER A	Co-Applicant	
INFINITY, BUZZ L	Immed Family	

Household Comp. ? - 3 + CLEAR

Bedroom(s) Occ. ? - 2 + CLEAR

Declaration and Release ?

Declaration: US Citizen/Non-Citizen National Start Over View

# Help screen

This is the help screen information under Home Address. When done tap okay.

The screenshot shows a mobile application interface with a top navigation bar containing tabs: APP INFO, HOME INFO, LOSSES/EXPENSES, BUILD HOME, WRAP UP, and COMMENTS. The 'APP INFO' tab is selected. Below the navigation bar, the 'App Info' section is displayed, showing fields for Home Address, Mailing Address, and Contact Info. The Home Address field is currently selected, and a help screen is overlaid on top of it. The help screen contains the following text:

**Home Address**

Verify and make any needed changes to the address, to include any distinct lot or apartment numbers, and confirm.

- If the home address is not the applicant's primary address, choose Inspection Type "Not Primary Residence", and select the scenario that best describes the situation to determine if an inspection is required.
- If the inspection is for transportation only, change the address to the location where the vehicle damage occurred and select transportation only inspection type and follow instructions.
- A Post Office Box is not acceptable and must be changed to the physical address of the home (911 Address).
- A comment is required when a complete address change is made.

At the bottom of the help screen is an 'OK' button. The background of the app shows the Home Address field with the address '105448 BAYBERRY LN, ASHBURN, VA 20148, Loudoun'. There are also buttons for 'Change', 'Edit', and 'Confirm' next to the address field. The Contact Info section shows fields for Damaged Phone, Current Phone, Cell Phone, Alternate Phone, and E-mail Address. The bottom of the screen shows a 'Declaration' field with the text 'US Citizen/Non-Citizen National' and buttons for 'Start Over' and 'View'.

# Applicant Info

Home Address: Verify the information is correct: House number Street name City, State , Zip Code and County If incorrect tap Edit. If correct tap confirm.

The screenshot displays the 'App Info' screen of a mobile application. At the top, there is a navigation bar with tabs: APP INFO, HOME INFO, LOSSES/EXPENSES, BUILD HOME, WRAP UP, and COMMENTS. Below the navigation bar, the title 'App Info' is shown on the left, and 'INFINITY, RAYMOND / 15-0341672' is on the right. The main content area is divided into several sections:

- Home Address:** 105448 BAYBERRY LN, ASHBURN, VA 20148, Loudoun. Includes 'Edit' and 'Confirm' buttons.
- Mailing Address:** 105448 BAYBERRY LN, ASHBURN, VA 20148. Includes 'Edit' and 'Confirm' buttons.
- Contact Info:** Damaged Phone (315) 034-1672, Current Phone (315) 034-1672, Cell Phone (315) 634-2198, Alternate Phone, E-mail Address. Includes 'Edit' and 'Confirm' buttons.
- Inspection Type:** Standard. Includes a 'Change' button.
- Residents of Home:** A table with columns: Name, Relationship, Date of Birth. Includes 'Edit' and 'Confirm' buttons.
- Household Comp.:** 3. Includes a 'CLEAR' button.
- Bedroom(s) Occ.:** 2. Includes a 'CLEAR' button.
- Declaration and Release:** Declaration: US Citizen/Non-Citizen National. Includes 'Start Over' and 'View' buttons.

Name	Relationship	Date of Birth
INFINITY, RAYMOND C	Registrant	7/1/1935
INFINITY, JENNIFER A	Co-Applicant	
INFINITY, BUZZ L	Immed Family	

# Editing Information

Enter correct data or change spelling. When done tap submit. Another screen for adding a required comment for the address change will automatically appear.

The screenshot displays a mobile application interface for managing information. At the top, a navigation bar includes tabs for 'APP INFO', 'HOME INFO', 'LOSSES/EXPENSES', 'BUILD HOME', 'WRAP UP', and 'COMMENTS'. The 'APP INFO' tab is currently selected. Below the navigation bar, the 'App Info' section is visible, showing fields for 'Home Address', 'Mailing Address', 'Contact Info', 'Inspection Type', 'Date of Birth', 'Bedroom(s) Occ.', and 'Declaration and Release'. A modal titled 'App Info - Home Address' is open, allowing for the editing of the home address. The modal contains the following fields:

- Street Address: 105448 BAYBERRY LN
- City: ASHBURN
- State: Virginia
- Zip: 20148
- Extension: Extension
- County: Loudoun

The modal also features 'Cancel' and 'Submit' buttons at the bottom. The background application shows the 'Home Address' field with the same address and a 'Confirm' button. The 'Mailing Address' field also displays the same address. The 'Contact Info' section lists phone numbers and an email address. The 'Inspection Type' field has a 'Change' button. The 'Date of Birth' field shows '7/1/1935'. The 'Bedroom(s) Occ.' field shows '2' with minus and plus buttons. The 'Declaration and Release' section shows 'US Citizen/Non-Citizen National' with 'Start Over' and 'View' buttons.



# This is an Automatic comment

The Home Address change is a field that requires a comment from the inspector.

The screenshot displays a mobile application interface for 'App Info'. The top navigation bar includes tabs for APP INFO, HOME INFO, LOSSES/EXPENSES, BUILD HOME, WRAP UP, and COMMENTS. The main content area shows fields for Home Address, Mailing Address, Contact Info, and Declaration and Release. A modal dialog titled 'Adding Auto Comment' is overlaid on the form, containing the text 'Home address change made=' and a text input field with the placeholder '(to be completed by inspector)'. The dialog has 'Cancel' and 'Submit' buttons.

App Info

INFINITY, RAYMOND / 15-0341672

Home Address ? Edit Confirm

105448 BAYBERRY LN  
ASHBURN, VA 20148  
Loudoun

App Info - Home Address

Adding Auto Comment

Home address change made=

(to be completed by inspector)

Cancel Submit

Mailing Address ? Edit Confirm

105448 BAYBERRY LN  
ASHBURN, VA 20148

Contact Info ?

Damaged Phone (315) 034-1672 Cancel Submit

Current Phone (315) 034-1672

Cell Phone (315) 634-2198

Alternate Phone

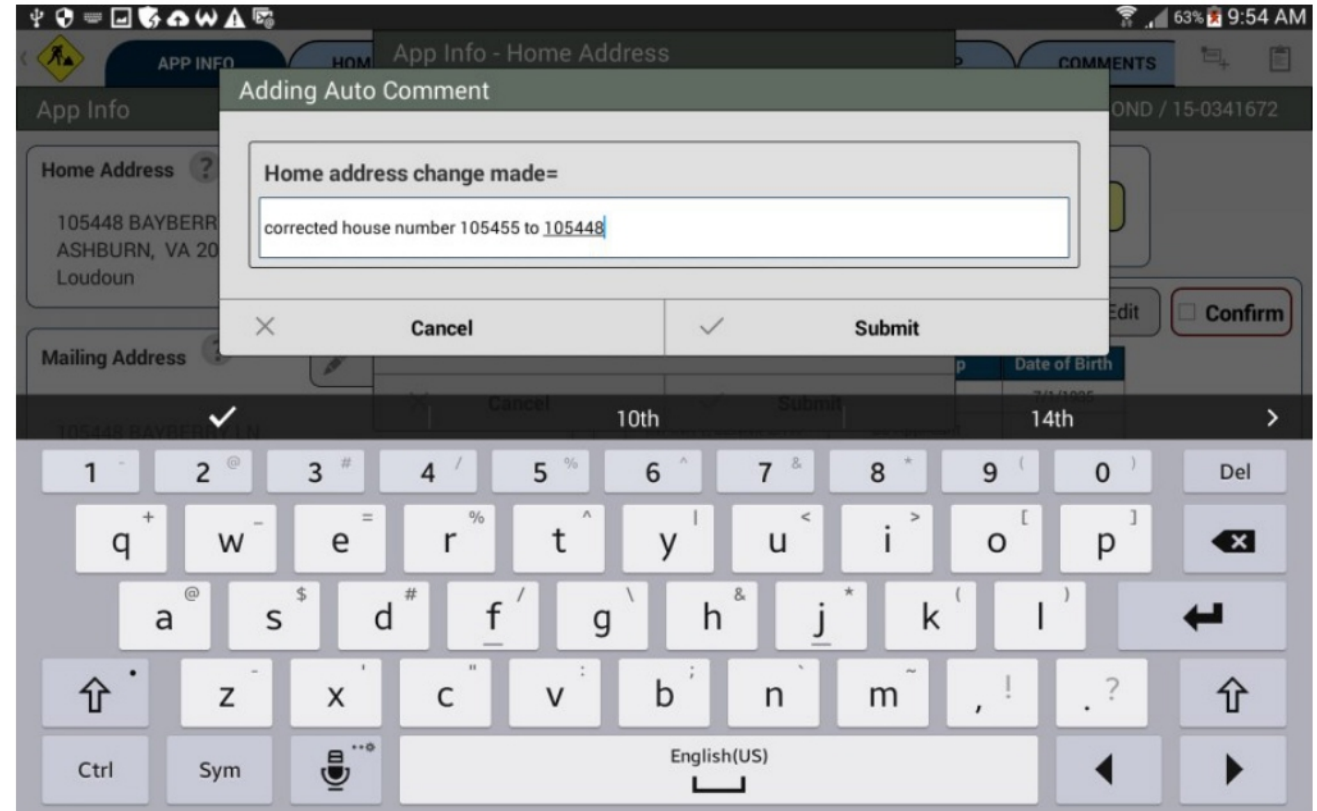
E-mail Address

Declaration and Release ?

Declaration: US Citizen/Non-Citizen National Start Over View

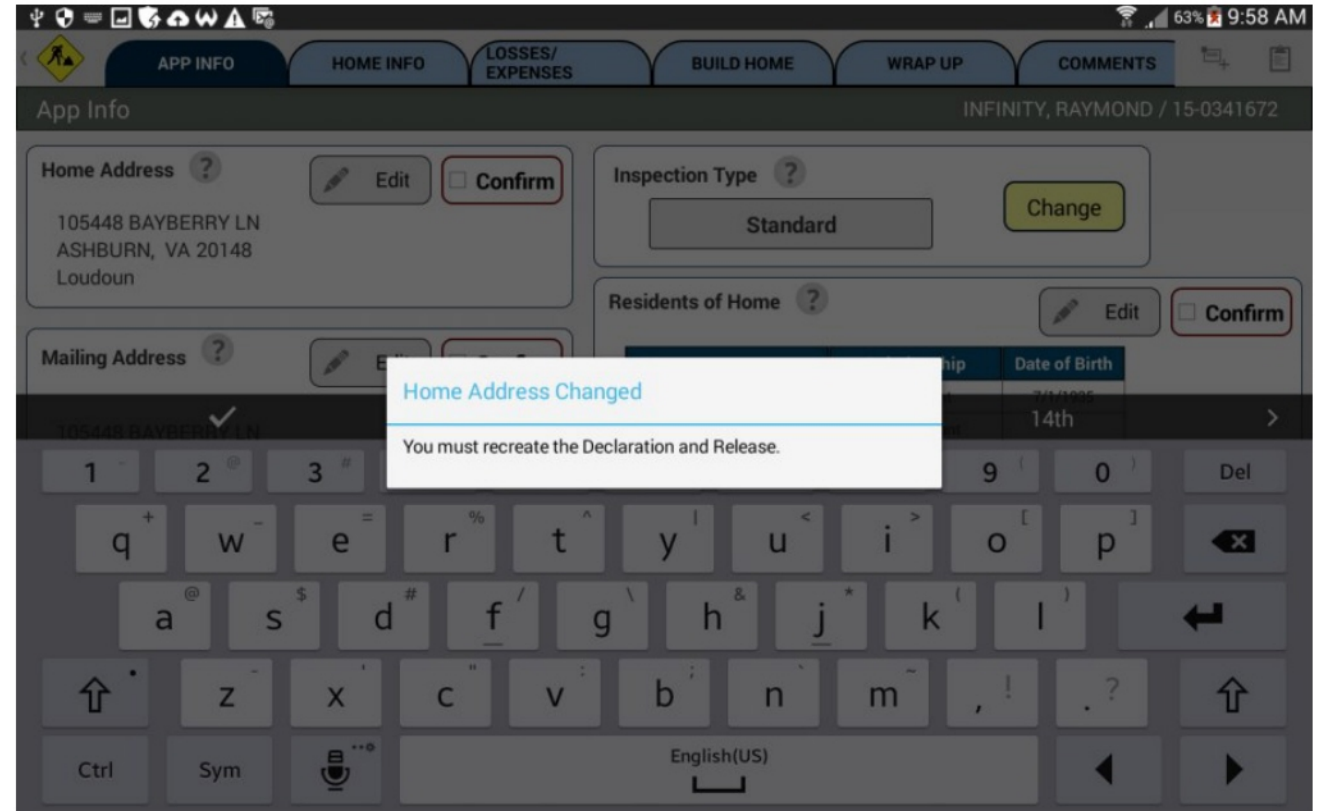
# Home address change comment

This would be a good comment, short and precise: "Corrected House number 105455 to 105448" Tap submit.



# Home address changed

When the address is changed, it might prompt for the declaration release to be redone to reflect the correct address. We will give more information about this shortly. Tap outside the message to continue.



## Applicant Info- continued

Home address, mailing address and contact information are verified and edited in the same manner. Changing the Mailing Address or changing and/or adding phone numbers or email address does not require a comment.

The screenshot displays the 'App Info' screen of a mobile application. At the top, there is a navigation bar with tabs: APP INFO (selected), HOME INFO, LOSSES/EXPENSES, BUILD HOME, WRAP UP, and COMMENTS. Below the navigation bar, the title 'App Info' is shown on the left, and 'INFINITY, RAYMOND / 15-0341672' is on the right. The main content area is divided into several sections:

- Home Address:** 105448 BAYBERRY LN, ASHBURN, VA 20148, Loudoun. Includes 'Edit' and 'Confirm' buttons.
- Mailing Address:** 105448 BAYBERRY LN, ASHBURN, VA 20148. Includes 'Edit' and 'Confirm' buttons.
- Contact Info:** Includes fields for Damaged Phone, Current Phone, Cell Phone, Alternate Phone, and E-mail Address. Includes 'Edit' and 'Confirm' buttons.
- Inspection Type:** Standard. Includes a 'Change' button.
- Residents of Home:** Includes a table with columns Name, Relationship, and Date of Birth. Includes 'Edit' and 'Confirm' buttons.
- Household Comp.:** 3. Includes a 'CLEAR' button.
- Bedroom(s) Occ.:** 2. Includes a 'CLEAR' button.
- Declaration and Release:** Not Signed. Includes 'Unable To Obtain' and 'Sign' buttons.

Name	Relationship	Date of Birth
INFINITY, RAYMOND C	Registrant	7/1/1935
INFINITY, JENNIFER A	Co-Applicant	
INFINITY, BUZZ L	Immed Family	

# Inspection types

Standard = most commonly used and is default. Other types: Conflict of interest  
Inaccessible Not primary residence Outside  
incident period Unable to contact  
Undeclared county Vehicle only Withdrawn

The screenshot shows a mobile application interface for 'App Info'. The top navigation bar includes tabs for APP INFO, HOME INFO, LOSSES/EXPENSES, BUILD HOME, WRAP UP, and COMMENTS. The current screen is 'App Info' for 'INFINITY, RAYMOND / 15-0341672'. The form contains several sections:

- Home Address:** 105448 BAYBERRY LN, ASHBURN, VA 20148, Loudoun. Includes 'Edit' and 'Confirm' buttons.
- Mailing Address:** 105448 BAYBERRY LN, ASHBURN, VA 20148. Includes 'Edit' and 'Confirm' buttons.
- Contact Info:** Damaged Phone (315) 034-1672, Current Phone (315) 034-1672, Cell Phone (315) 634-2198, Alternate Phone, E-mail Address. Includes 'Edit' and 'Confirm' buttons.
- Inspection Type:** Standard. Includes a 'Change' button. This section is highlighted with a red box.
- Residents of Home:** Includes a table with columns Name, Relationship, and Date of Birth.

Name	Relationship	Date of Birth
INFINITY, RAYMOND C	Registrant	7/1/1935
INFINITY, JENNIFER A	Co-Applicant	
INFINITY, BUZZ L	Immed Family	

Includes 'Edit' and 'Confirm' buttons.
- Household Comp.:** 3. Includes a 'CLEAR' button.
- Bedroom(s) Occ.:** 2. Includes a 'CLEAR' button.
- Declaration and Release:** Not Signed. Includes 'Unable To Obtain' and 'Sign' buttons.

# Standard

A Standard type of inspection is performed if: The home is their primary residence at time of the disaster. (The home is considered to be Primary Residence when the applicant resides there more than 6 months of the year.) They resided in the declared area. Damages occurred within the disaster incident period. Reference the help button and your current ACE 4 user guide for detailed instructions on other inspection types.

The screenshot shows a mobile application interface with a 'Change Inspection Type' dialog box. The dialog has a title bar with a question mark icon. On the left is a list of inspection types: Standard (highlighted in blue), Conflict of Interest, Inaccessible, Not Primary Residence, Outside Incident Period, Unable to Contact, Undeclared Area, Vehicle Only, and Withdraw. On the right, under the heading 'Standard - How To', is the following text: 'This is the most commonly used inspection for assessing damages to the applicant's home and access. Using the Standard inspection type requires three confirmations with the applicant: 1. Home is their primary residence at time of the disaster. 2. Resided in the declared area. 3. Damages occurred within the disaster incident period.' Below this, it says: 'The home is considered to be Primary Residence when the applicant resides there more than 6 months of the year.' At the bottom of the dialog are two buttons: 'Cancel' with a close icon (X) and 'Submit' with a checkmark icon.



## Residents of Home

View the applicants Photo ID and verify the information is correct. Verify the list of residents of the home. The easiest way to review the Residents of Home information is to tap the Edit button. Inspectors will only make minor corrections to a registrant name. No major change is allowed for an applicants name. In this situation, withdraw the inspection. Inform the applicant to call the FEMA helpline to correct their registration information.

App Info INFINITY, RAYMOND / 15-0341672

Home Address ? Edit Confirm  
105448 BAYBERRY LN  
ASHBURN, VA 20148  
Loudoun

Mailing Address ? Edit Confirm  
105448 BAYBERRY LN  
ASHBURN, VA 20148

Contact Info ? Edit Confirm  
Damaged Phone (315) 034-1672  
Current Phone (315) 034-1672  
Cell Phone (315) 634-2198  
Alternate Phone  
E-mail Address

Inspection Type ? Standard Change

Residents of Home ? Edit Confirm

Name	Relationship	Date of Birth
INFINITY, RAYMOND C	Registrant	7/1/1935
INFINITY, JENNIFER A	Co-Applicant	
INFINITY, BUZZ L	Immed Family	

Household Comp. ? - 3 + CLEAR

Bedroom(s) Occ. ? - 2 + CLEAR

Declaration and Release ? Not Signed Unable To Obtain Sign

# Residents of Home

Verify the information is correct: Verify the names, the spelling, relationship status, and ages of all occupants who lived in the home or maintained residency of the home at the time of the event. Highlight a name to edit any that need a correction or to delete any that are not residents of the dwelling. Tap the Add button to add any that may be missing. The list should include all dwelling occupants such as; Possibly a Co-Applicant Immediate family members such as joint-custody children and students away at college expected to return during session breaks Friends/relatives that are a part of the household As well as non-household members such as; Roommates who are renters in the dwelling which would be boarders Live-in landlords who own the dwelling See the descriptions of the available relationship types below. Comment when a Registrant or Co-Applicant name change is made. Relationship description: Boarder – a rent-paying occupant usually residing in just one room, or a roommate Co-Applicant- a spouse, significant other, or an adult-member who co-owns the dwelling, of which all are occupants Friend/relative – distant family member(s) or friend(s) who is an occupant in the dwelling Immediate family – a member of the nuclear family occupying the dwelling (father, mother, or children/siblings) Landlord – owner of the dwelling or lot and is an occupant in the dwelling

App Info - Residents

Name	Relationship	Date of Birth	Age	SSN
INFINITY, RAYMOND C	Registrant	7/1/1935	79	000-00-0000
INFINITY, JENNIFER A	Co-Applicant		57	000-00-0000
INFINITY, BUZZ L	Immed Family		22	000-00-0000

Done

Not Signed

Unable To Obtain

Sign

# Household Comp

Record the number of household members who resided in the dwelling at the time of the event, including students away at college expected to return during session breaks, and joint-custody children. Do not include non-household members such as boarders, renters or live-in landlords.

App Info

INFINITY, RAYMOND / 15-0341672

Home Address ? Edit Confirm

105458 BAYBERRY LN  
ASHBURN, VA 20148  
Loudoun

Mailing Address ? Edit Confirm

105448 BAYBERRY LN  
ASHBURN, VA 20148

Contact Info ? Edit Confirm

Damaged Phone (315) 034-1672  
Current Phone (315) 034-1672  
Cell Phone (315) 634-2198  
Alternate Phone (315) 634-1598  
E-mail Address APP@GMAIL3.COM

Inspection Type ? Change

Standard

Residents of Home ? Edit Confirm

Name	Relationship	Date of Birth
INFINITY, RAYMOND C	Registrant	7/1/1935
INFINITY, JENNIFER A	Co-Applicant	
INFINITY, BUZZ L	Immed Family	

Household Comp. ? - 3 + CLEAR

Bedroom(s) - 2 + CLEAR

Declaration and Release ?

Not Signed Unable To Obtain Sign

# BEDROOMS OCCUPIED

Record the number of bedrooms occupied at the time of the event for the applicant and the members of the applicants household. Do not count non-household members such as boarder, renter or Landlord occupied bedrooms. This number will not necessarily agree with the number of bedrooms indicated on your rooms built in the inspection, but will not exceed household composition or bedrooms built.

The screenshot shows a mobile application interface with a top navigation bar containing tabs: APP INFO, HOME INFO, LOSSES/EXPENSES, BUILD HOME, WRAP UP, and COMMENTS. The current screen is 'App Info' for 'INFINITY, RAYMOND / 15-0341672'. The form is divided into several sections:

- Home Address:** 105458 BAYBERRY LN, ASHBURN, VA 20148, Loudoun. Includes 'Edit' and 'Confirm' buttons.
- Mailing Address:** 105448 BAYBERRY LN, ASHBURN, VA 20148. Includes 'Edit' and 'Confirm' buttons.
- Contact Info:** Includes fields for Damaged Phone, Current Phone, Cell Phone, Alternate Phone, and E-mail Address (APP@GMAIL3.COM). Includes 'Edit' and 'Confirm' buttons.
- Inspection Type:** Standard. Includes a 'Change' button.
- Residents of Home:** Includes a table with columns Name, Relationship, and Date of Birth. Includes 'Edit' and 'Confirm' buttons.
- Household Comp.:** Includes a numeric input field with a value of 3 and a 'CLEAR' button.
- Bedroom(s) Occ.:** This field is highlighted with a red box. It includes a numeric input field with a value of 2 and a 'CLEAR' button.
- Declaration and Release:** Includes a 'Not Signed' button and two yellow buttons: 'Unable To Obtain' and 'Sign'.

Name	Relationship	Date of Birth
INFINITY, RAYMOND C	Registrant	7/1/1935
INFINITY, JENNIFER A	Co-Applicant	
INFINITY, BUZZ L	Immed Family	



# Declaration Release

Revised D&R: The FEMA Inspector is no longer required to obtain a signature, as this is being gathered during RI. Do not address this field. (unless a disaster specific addendum is in place). Prior to DR 4344-CA The applicant or another adult member (18 years of age or older) of the pre-disaster household must sign the Declaration and Release form after showing their photo identification. If unable to obtain signature tap Unable to Obtain button. It will provide a pop up asking to verify if all attempts were made to get signature if so tap OK and make comment.

The screenshot displays the 'App Info' screen of a mobile application. The top navigation bar includes tabs for APP INFO, HOME INFO, LOSSES/EXPENSES, BUILD HOME, WRAP UP, and COMMENTS. The status bar at the top right shows 54% battery and 12:04 PM. The main content area is titled 'App Info' and includes the following sections:

- Home Address:** 105458 BAYBERRY LN, ASHBURN, VA 20148, Loudoun. Includes an 'Edit' button and a 'Confirm' checkbox.
- Mailing Address:** 105448 BAYBERRY LN, ASHBURN, VA 20148. Includes an 'Edit' button and a 'Confirm' checkbox.
- Contact Info:** Includes fields for Damaged Phone, Current Phone, Cell Phone, Alternate Phone, and E-mail Address (APP@GMAIL3.COM). Includes an 'Edit' button and a 'Confirm' checkbox.
- Inspection Type:** Standard. Includes a 'Change' button.
- Residents of Home:** Includes a table with columns for Name, Relationship, and Date of Birth. Includes an 'Edit' button and a 'Confirm' checkbox.
- Household Comp.:** Includes a minus button, the number 3, and a plus button.
- Bedroom(s) Occ.:** Includes a minus button, the number 2, and a plus button.
- Declaration and Release:** This section is highlighted with a red box. It includes a 'Not Signed' button, an 'Unable To Obtain' button, and a 'Sign' button.

Name	Relationship	Date of Birth
INFINITY, RAYMOND C	Registrant	7/1/1935
INFINITY, JENNIFER A	Co-Applicant	
INFINITY, BUZZ L	Immed Family	

# Skills Check

October 26, 2018



# Home Info tab

Applicant's Relation to HomeAsk if the dwelling is the applicants primary residence. If it is determined to be the primary residence, verify the relationship to the dwelling as an owner or a renter. If the applicant states they are an owner, but registered as a renter, change to an owner and perform a complete inspection recording all structural damages. Applicants with a "rent to own" agreement should be inspected as owners, perform a complete inspection recording all structural damages with Home Ownership as "Not Verified". Comment when the applicant is in a rent-to-own agreement. Change from owner to renter only if the applicant states they are a renter. A comment is required when changing the Applicant's Relation to Home.

The screenshot shows the 'Home Info' tab of a mobile application. The top navigation bar includes tabs for APP INFO, HOME INFO (selected), LOSSES/EXPENSES, BUILD HOME, WRAP UP, and COMMENTS. The user is identified as FARRIS, ADRAINE / 45-0700021.

**Applicant's Relation to Home** ?

☒ Owner ☐ Renter

**Public Utilities Out at Time of Inspection** ?

☐ Yes ☐ No

**Primary Residence Verification** ?

Driver's License, Employer's Statement, Landlord, Merchant's Statement, Not Verified, Utility Bill, Voter Registration

**Home Ownership Verification** ?

Affidavits, Mortgage Payment Book, Not Verified, Official's Record, Structural Insurance, Tax Bill, Title Number

**Insurance Types** ? ☐ Confirm

Confirm or add insurance types (cannot remove types from RI)

No insurance policies from RI	
Condo/Twnhse with Personal Property	<input type="checkbox"/>
Condo/Twnhse with Personal Property with Earthquake Rider	<input type="checkbox"/>
Contents Only	<input type="checkbox"/>
Contents Only with Earthquake Rider	<input type="checkbox"/>
Earthquake Contents Only	<input type="checkbox"/>
Earthquake Structure	<input type="checkbox"/>

# Home Info tab

For the majority of CONUS located dwellings, FEMA will have verified occupancy and when applicable ownership prior to the inspection being issued. When not confirmed by FEMA, a red triangle will be visible. When present, inspectors are required to verify through documentation dated prior to the incident period confirming the applicant lived in and/or owned the home at the time of the disaster. Occupancy Verification Acceptable documents include a driver's license, rental agreement, voter registration card, utility bill, merchant's statement, or employer's statement.

The screenshot shows the 'Home Info' tab of a FEMA application. The top navigation bar includes 'APP INFO', 'HOME INFO' (selected), 'LOSSES/EXPENSES', 'BUILD HOME', 'WRAP UP', and 'COMMENTS'. The user is identified as 'FARRIS, ADRAINE / 45-0700021'. The form contains several sections:

- Applicant's Relation to Home:** Radio buttons for 'Owner' (selected) and 'Renter'.
- Public Utilities Out at Time of Inspection:** Radio buttons for 'Yes' and 'No'.
- Primary Residence Verification:** A grid of buttons for 'Driver's License', 'Employer's Statement', 'Landlord', 'Merchant's Statement', 'Not Verified', 'Utility Bill', and 'Voter Registration'.
- Home Ownership Verification:** A grid of buttons for 'Affidavits', 'Mortgage Payment Book', 'Not Verified', 'Official's Record', 'Structural Insurance', 'Tax Bill', and 'Title Number'. A red warning triangle is visible in the top right corner of this section.
- Insurance Types:** A section with a 'Confirm' button and a table of insurance types.

Confirm or add insurance types (cannot remove types from RI)	
No insurance policies from RI	
Condo/Twnhse with Personal Property	<input type="checkbox"/>
Condo/Twnhse with Personal Property with Earthquake Rider	<input type="checkbox"/>
Contents Only	<input type="checkbox"/>
Contents Only with Earthquake Rider	<input type="checkbox"/>
Earthquake Contents Only	<input type="checkbox"/>
Earthquake Structure	<input type="checkbox"/>

# Home Info tab

Ownership Verification Acceptable documents include structural insurance, a tax bill, official's record, title number, mortgage payment books, or affidavits. Documents must pre-date the incident. If the applicant claims they are the owner and all means to verify ownership have been exhausted, the inspector will select "not verified" for ownership and perform a complete inspection. A comment is required on all attempts to verify ownership.

Home Info FARRIS, ADRAINE / 45-0700021

Applicant's Relation to Home ? ☒ Owner ☐ Renter

Public Utilities Out at Time of Inspection ? ☐ Yes ☐ No

Primary Residence Verification ?

Driver's License	Employer's Statement	Landlord	Merchant's Statement
Not Verified	Utility Bill	Voter Registration	

Home Ownership Verification ?

Affidavits	Mortgage Payment Book	Not Verified	Official's Record
Structural Insurance	Tax Bill	Title Number	

Insurance Types ? ☐ Confirm

Confirm or add insurance types (cannot remove types from RI)

No insurance policies from RI	
Condo/Twnhse with Personal Property	<input type="checkbox"/>
Condo/Twnhse with Personal Property with Earthquake Rider	<input type="checkbox"/>
Contents Only	<input type="checkbox"/>
Contents Only with Earthquake Rider	<input type="checkbox"/>
Earthquake Contents Only	<input type="checkbox"/>
Earthquake Structure	<input type="checkbox"/>



# Home Info tab

Public Utilities Out at Time of Inspection The inspector is required to verify and record the status of essential public utility service. Public utilities include electricity, gas, water, and sewer provided by municipalities, subdivisions, or mobile home parks. This determination reflects the status of utilities at the time of inspection. If essential utilities were out but have been restored prior to the inspection, the correct designation is "No". This status is not used for utility systems owned by the applicant such as a well or septic system. If the only concern is the public utility outage, Habitability Repairs Required will be "No"

Home Info FARRIS, ADRAINE / 45-0700021

Applicant's Relation to Home ? ☒ Owner ☐ Renter

Public Utilities Out at Time of Inspection ? ☐ Yes ☐ No

Primary Residence Verification ?

Driver's License	Employer's Statement	Landlord	Merchant's Statement
Not Verified	Utility Bill	Voter Registration	

Home Ownership Verification ?

Affidavits	Mortgage Payment Book	Not Verified	Official's Record
Structural Insurance	Tax Bill	Title Number	

Insurance Types ? ☐ Confirm

Confirm or add insurance types (cannot remove types from RI)

No insurance policies from RI	
Condo/Twnhse with Personal Property	<input type="checkbox"/>
Condo/Twnhse with Personal Property with Earthquake Rider	<input type="checkbox"/>
Contents Only	<input type="checkbox"/>
Contents Only with Earthquake Rider	<input type="checkbox"/>
Earthquake Contents Only	<input type="checkbox"/>
Earthquake Structure	<input type="checkbox"/>

# Home Info tab

Insurance Types Ask the applicant if they have any insurance for their structure (if owner) and/or contents. Verify any insurance types listed from Registration Intake (RI). If the applicant claims not to have a listed insurance, inform them to call FEMA's Helpline to correct (1-800-621-3362). When the residence is a mobile home and Homeowner's Insurance is listed, add Mobile Home Insurance. Add all additional insurance types and riders indicated by the applicant. A rider is defined as a provision of an insurance policy that is purchased separately from the basic policy and that provides additional benefits at additional cost to the insured. An example would be a homeowner's policy containing a sewer backup (SBU) rider, which would cover damages resulting from SBU. If an applicant claims to have fire only insurance policy, select the Homeowner's Insurance type if it is not already listed.

Home Info FARRIS, ADRAINE / 45-0700021

Applicant's Relation to Home ?

Public Utilities Out at Time of Inspection ?

Primary Residence Verification ?

Driver's License	Employer's Statement	Landlord	Merchant's Statement
Not Verified	Utility Bill	Voter Registration	

Home Ownership Verification ?

Affidavits	Mortgage Payment Book	Not Verified	Official's Record
Structural Insurance	Tax Bill	Title Number	

Insurance Types ?

Confirm or add insurance types (cannot remove types from RI)

No insurance policies from RI	
Condo/Twnhse with Personal Property	<input type="checkbox"/>
Condo/Twnhse with Personal Property with Earthquake Rider	<input type="checkbox"/>
Contents Only	<input type="checkbox"/>
Contents Only with Earthquake Rider	<input type="checkbox"/>
Earthquake Contents Only	<input type="checkbox"/>
Earthquake Structure	<input type="checkbox"/>

# Skills Check

October 26, 2018



# Losses and Expenses- Medical, Dental and Funeral

Medical: If the applicant reports a disaster-related medical need, select “Yes” to indicate a need.

Medical needs can be a new medical condition or injury caused by the disaster, the loss of prescriptions or medical equipment (artificial limbs, prescription eyeglasses, etc.) damaged, destroyed, or lost as a result of the disaster. Tap applicants response Yes or No  
Dental: If the applicant reports a disaster-related dental need, select “Yes” to indicate a need. Dental needs can be a new dental condition or injury caused by the disaster, or dentures that are lost, damaged, or destroyed as a result of the disaster. Tap applicants response Yes or No.  
Funeral: If the applicant reports a disaster-related funeral need, select “Yes” to indicate a need. Funeral needs can be any expenses related to a funeral or interment that the applicant is responsible for, which is a result of the disaster. Tap applicants response Yes or No.

The screenshot displays the 'Losses/Expenses' section of an application. The top navigation bar includes 'APP INFO', 'HOME INFO', 'LOSSES/EXPENSES' (selected), 'BUILD HOME', 'WRAP UP', and 'COMMENTS'. The user's name and ID, 'FARRIS, ADRAINE / 45-0700021', are shown in the top right.

The main content area is divided into several sections:

- Medical**: A question 'Did anyone incur any medical expenses due to the disaster?' with 'Yes' and 'No' buttons.
- Dental**: A question 'Did anyone incur any dental expenses due to the disaster?' with 'Yes' and 'No' buttons.
- Funeral**: A question 'Did anyone incur any funeral expenses due to the disaster?' with 'Yes' and 'No' buttons.
- Moving & Storage**: A question 'Were any moving or storage expenses incurred after the disaster due to the disaster?' with 'Yes' and 'No' buttons.
- Clothing**: A question 'Does anyone in the household have an immediate need for clothing due to the disaster?' with 'Yes' and 'No' buttons.
- Work & School**: A question 'Damage to items required for employment or school?' with a 'None' button and a grid of other items: 'Uniforms', 'Computer', 'Books/Supplies', and 'Tools'.
- Eligible Purchases**: A question 'Items purchased or rented in response to disaster?' with a 'None' button (highlighted with a green checkmark) and a grid of other items: 'Clean and Removal', 'Smoke Detector', 'Humidifier, post incident', 'Dehumidifier, post incident', 'Chainsaw, post incident', 'Generator, 5.5KW', 'Carbon Monoxide', and 'WEATHER RADIO'.
- Losses/Expenses Summary**: A table with columns 'Qty', 'Item', 'Cause', and 'Verified'. It includes 'Edit' and 'Delete' buttons.

# Medical, Dental and Funeral insurance verification pop-up

When yes is selected to any of the Medical, Dental or Funeral questions, a new question auto populates to ask the applicant if they have insurance for the selected need. Note: For the Funeral Needs question, Life insurance is NOT considered to be Funeral insurance. The funeral need would have to be covered by a Burial Insurance policy to select Yes for the insurance question. Tap the applicant response Yes or No and tap submit.

The screenshot shows a mobile application interface for 'Losses/Expenses'. The top navigation bar includes tabs for APP INFO, HOME INFO, LOSSES/EXPENSES (selected), BUILD HOME, WRAP UP, and COMMENTS. The main content area is titled 'Losses/Expenses' and contains several sections for reporting losses:

- Medical**: Did anyone incur any medical expenses due to the disaster? (Buttons: Yes, No)
- Dental**: Did anyone incur any dental expenses due to the disaster? (Buttons: Yes, No)
- Funeral**: Did anyone incur any funeral expenses due to the disaster? (Buttons: Yes, No)
- Moving & Storage**: Were any moving or storage expenses incurred after the disaster due to the disaster? (Buttons: Yes, No)
- Clothing**: Does anyone in the household have an immediate need for clothing due to the disaster? (Buttons: Yes, No)
- Work & School**: (select one or more) Damage to items required for employment or school? (Buttons: None, Uniforms, Computer, Books/Supplies, Tools)

A pop-up window titled 'Losses/Expenses - Misc Items' is overlaid on the screen. It contains the following text and buttons:

**Medical**  
Did you have insurance?  
Yes No  
Cancel Submit

At the bottom right, there is a 'Losses/Expenses Summary' table:

Qty	Item	Cause	Verified
1	Dehumidifier, post incident	N/A	Receipt

# Losses and Expenses Moving & Storage

If the applicant reports a disaster-related moving and/or storage need, select “Yes” to indicate a need. Use the moving and storage button to record expenses to move/store personal property. No auto generated insurance question will appear. Tap applicants response Yes or No.

The screenshot displays the 'Losses/Expenses' section of an application. The top navigation bar includes 'APP INFO', 'HOME INFO', 'LOSSES/EXPENSES' (selected), 'BUILD HOME', 'WRAP UP', and 'COMMENTS'. The user's name 'FARRIS, ADRAINE' and ID '45-0700021' are shown in the top right.

The 'Losses/Expenses' section contains several categories, each with a question and 'Yes'/'No' buttons:

- Medical**: Did anyone incur any medical expenses due to the disaster?
- Dental**: Did anyone incur any dental expenses due to the disaster?
- Funeral**: Did anyone incur any funeral expenses due to the disaster?
- Moving & Storage**: Were any moving or storage expenses incurred after the disaster due to the disaster?
- Clothing**: Does anyone in the household have an immediate need for clothing due to the disaster?

Other sections include:

- Work & School**: (select one or more) ?  
Damage to items required for employment or school? (None)  
Buttons: Uniforms, Computer, Books/Supplies, Tools
- Eligible Purchases**: (select one or more) ?  
Items purchased or rented in response to disaster? (None)  
Buttons: Clean and Removal, Smoke Detector, Humidifier, post incident, Dehumidifier, post incident, Chainsaw, post incident, Generator, 5.5KW, Carbon Monoxide, WEATHER RADIO
- Losses/Expenses Summary**: ?  
Buttons: Edit, Delete

A table with the following headers is visible:

Qty	Item	Cause	Verified
-----	------	-------	----------



# Losses and Expenses Clothing

Clothing is not to be recorded unless all the applicants clothing is destroyed, physically gone (e.g. blown away), or contaminated by chemicals, sewer backup, etc. It is expected that clothing that is soaked by wind driven rain, seepage, or flood waters will be cleaned by the applicant. If the applicant indicates a need, ask what percentage of clothing was damaged. If the applicant indicates 25%, 50% or 75% was damaged, the clothing loss would be No. Limit of one (1) per household member that has a clothing need. If there is a clothing loss, tap yes.

The screenshot shows a mobile application interface for 'Losses/Expenses'. The top navigation bar includes 'APP INFO', 'HOME INFO', 'LOSSES/EXPENSES' (selected), 'BUILD HOME', 'WRAP UP', and 'COMMENTS'. The status bar at the top shows a battery level of 49% and the time 1:29 PM.

The 'Losses/Expenses' section contains several categories with 'Yes' and 'No' buttons:

- Medical**: Did anyone incur any medical expenses due to the disaster? (Yes, ☒ No)
- Dental**: Did anyone incur any dental expenses due to the disaster? (Yes, ☒ No)
- Funeral**: Did anyone incur any funeral expenses due to the disaster? (Yes, ☒ No)
- Moving & Storage**: Were any moving or storage expenses incurred after the disaster due to the disaster? (☒ Yes, No)
- Clothing**: Does anyone in the household have an immediate need for clothing due to the disaster? (Yes, ☒ No)

Other sections include:

- Work & School**: (select one or more) ? ☒ None. Damage to items required for employment or school? (Uniforms, Computer, Books/Supplies, Tools)
- Eligible Purchases**: (select one or more) ? None. Items purchased or rented in response to disaster?
- Losses/Expenses Summary**: ? Edit Delete. A table with one row: Qty 1, Item Dehumidifier, post incident, Cause N/A, Verified Receipt.

Qty	Item	Cause	Verified
1	Dehumidifier, post incident	N/A	Receipt

# Losses and Expenses Clothing

If yes is selected, you must select the number of people with a clothing loss. Select the cause of damage to the clothing. Verification method to confirm loss. Then tap submit.

The screenshot shows a mobile application interface for 'Losses/Expenses - Misc Items'. The 'Clothing' section is active, displaying a note: 'Note: Clothing is not to be recorded unless the clothing is destroyed, physically gone (e.g. blown away), or contaminated by chemicals, sewer backup, etc. It is expected that clothing that is soaked by wind driven rain, seepage, or flood waters will be cleaned by the applicant. Limit of 1 per household member that has a clothing need.' Below the note, there are three main input areas: 'Number of People with Loss' (a numeric keypad showing '0' with '+' and '-' buttons and a 'CLEAR' button), 'Cause of Damage' (a grid of buttons including Earthquake, Fire, Flood, Hail/Rain/Wind Driven Rain, Ice/Snow, Other, Power Surge/Lightning, Seepage, Sewer Backup, and Tornado/Wind), and 'Verification' (buttons for 'Viewed' and 'Verbal'). At the bottom of the form are 'Cancel' and 'Submit' buttons. The background shows other sections of the app like 'Medical', 'Dental', 'Funeral', 'Moving & Storage', and 'Clothing'.

# Losses and Expenses Work & School

Record disaster-related damage to uniforms, computer(s), books/supplies, and tools required for employment or continued school enrolment, of which the applicant purchased and is financially responsible. Uniforms that the applicant is financially responsible for, or previously purchased by the applicant are only to be recorded if they are lost or severely damaged as a result of the disaster and are required to maintain employment. Do not record more than one per individual who lost these items. One refers to a full set of uniforms. A computer that the applicant is financially responsible for, or previously purchased by the applicant, are only to be recorded if they are lost or severely damaged as a result of the disaster. Do not record computers when the cause of damage is Power Surge or used for self-employment. Books/Supplies that the applicant is financially responsible for, or previously purchased by the applicant, are only to be recorded if they are lost or severely damaged as a result of the disaster, and are required to stay enrolled in school. Do not record more than one per individual who lost these items. One refers to a full set of books. Books include textbooks for grade school, vocational school, college, and reference material. Supplies include notebooks, pens, paper, and miscellaneous small office supplies. Tools that the applicant is financially responsible for, or tools previously purchased by the applicant, are only to be recorded if they are lost or inoperable as a result of the disaster and are required to maintain employment. Do not record tools used for self-employment. Do not record more than one per individual who lost these items.

**Medical** ?  
Did anyone incur any medical expenses due to the disaster?

**Dental** ?  
Did anyone incur any dental expenses due to the disaster?

**Funeral** ?  
Did anyone incur any funeral expenses due to the disaster?

**Moving & Storage** ?  
Were any moving or storage expenses incurred after the disaster due to the disaster?

**Clothing** ?  
Does anyone in the household have an immediate need for clothing due to the disaster?

**Work & School** (select one or more) ?  
Damage to items required for employment or school?

**Eligible Purchases** (select one or more) ?  
Items purchased or rented in response to disaster?

**Losses/Expenses Summary** ?    

Qty	Item	Cause	Verified
-----	------	-------	----------



# Eligible Purchases

Address eligible purchases made by the applicant in response to the disaster. Items will be disaster-specific, and had been purchased or rented within 30 days after the incident period start date. Review the Disaster Facts sheet for the incident start date. The Generator has different specific requirements in order to be recorded. Please refer to guidance for more details. View the receipt and record the date of purchase. Write your inspector number on the receipt as a record of verification. Select from list if available not all events have eligible purchases.

**Medical** ?  
Did anyone incur any medical expenses due to the disaster? Yes No

**Dental** ?  
Did anyone incur any dental expenses due to the disaster? Yes No

**Funeral** ?  
Did anyone incur any funeral expenses due to the disaster? Yes No

**Moving & Storage** ?  
Were any moving or storage expenses incurred after the disaster due to the disaster? Yes No

**Clothing** ?  
Does anyone in the household have an immediate need for clothing due to the disaster? Yes No

**Work & School** (select one or more) ?  
Damage to items required for employment or school? None  
Uniforms Computer Books/Supplies Tools

**Eligible Purchases** (select one or more) ?  
Items purchased or rented in response to disaster? None  
Smoke Detector Humidifier, post incident Dehumidifier, post incident Chainsaw, post incident  
Generator, 5.5KW Carbon Monoxide WEATHER RADIO

**Losses/Expenses Summary** ? Edit Delete

Qty	Item	Cause	Verified
1	Humidifier, post incident	N/A	Receipt

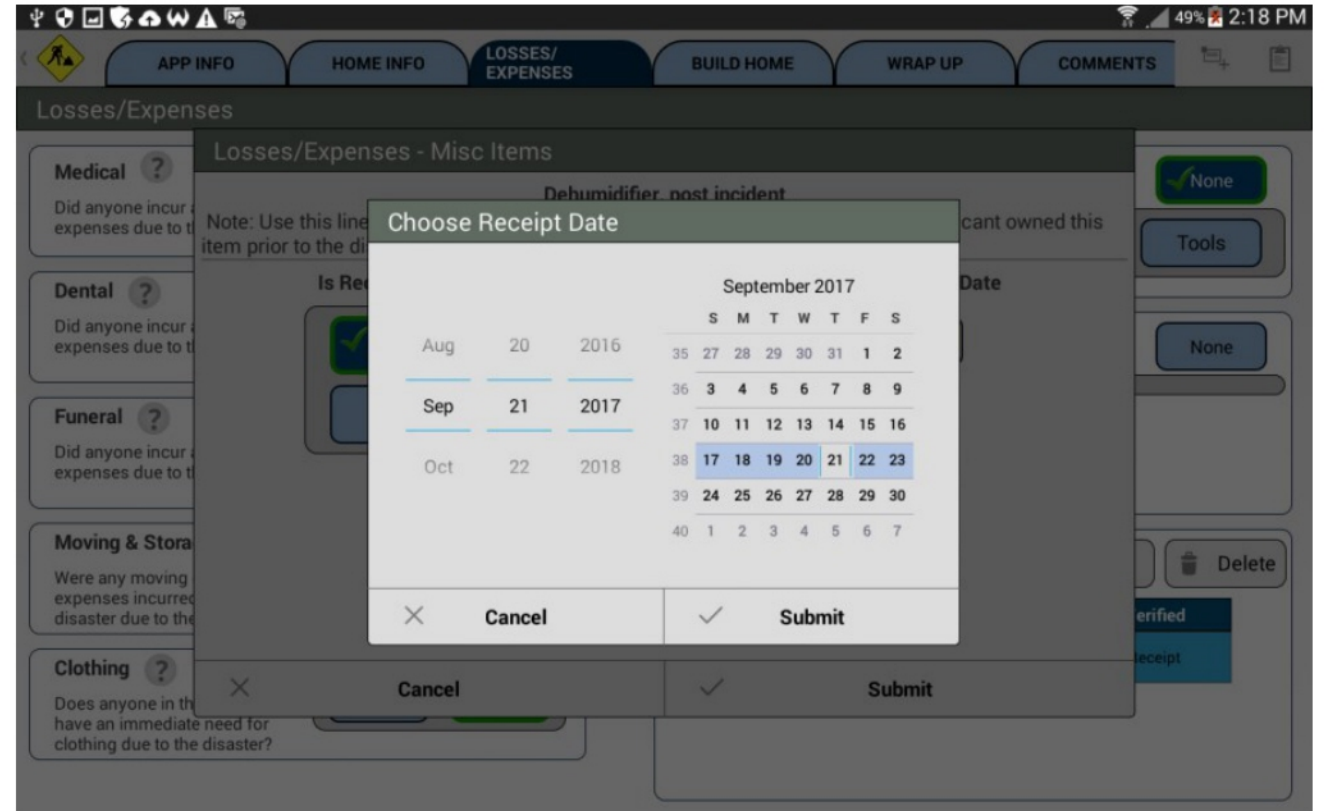
# Eligible Purchases

When an item is tapped it will bring this screen up. Is receipt available? Select Yes or No. Select quantity purchased. Tap calendar and enter date of receipt.

The screenshot shows a mobile application interface with a top navigation bar containing tabs: APP INFO, HOME INFO, LOSSES/EXPENSES (selected), BUILD HOME, WRAP UP, and COMMENTS. The main screen is titled 'Losses/Expenses' and displays a list of categories on the left: Medical, Dental, Funeral, Moving & Storage, and Clothing. A modal window titled 'Losses/Expenses - Misc Items' is open, showing a form for recording a purchase. The form includes a note: 'Dehumidifier, post incident. Note: Use this line item to record a dehumidifier purchased post disaster. If the applicant owned this item prior to the disaster, record it under the Appliance list.' The form has three main sections: 'Is Receipt Available?' with 'Yes' (selected) and 'No' buttons; 'Quantity' with a numeric input set to '1' and a 'CLEAR' button; and 'Receipt Date' with a calendar icon. At the bottom of the modal are 'Cancel' and 'Submit' buttons. The background app interface shows additional options like 'None', 'Tools', 'Delete', and 'Verified receipt'.

# Eligible Purchases

Tap date on receipt and submit.



October 26, 2018

# Eligible Purchases

If needed the information can be edited in the summary box. Tap the item then tap edit or delete if recorded in error. If a generator is recorded, comment on the type of medical device powered from the generator.

The screenshot shows the 'Losses/Expenses' app interface. The top navigation bar includes 'APP INFO', 'HOME INFO', 'LOSSES/EXPENSES' (selected), 'BUILD HOME', 'WRAP UP', and 'COMMENTS'. The main content area is titled 'Losses/Expenses' and contains several sections for reporting losses and expenses. A red box highlights the 'Losses/Expenses Summary' section at the bottom, which contains a table with one entry: 1 Dehumidifier, post incident, N/A, Receipt.

Qty	Item	Cause	Verified
1	Dehumidifier, post incident	N/A	Receipt

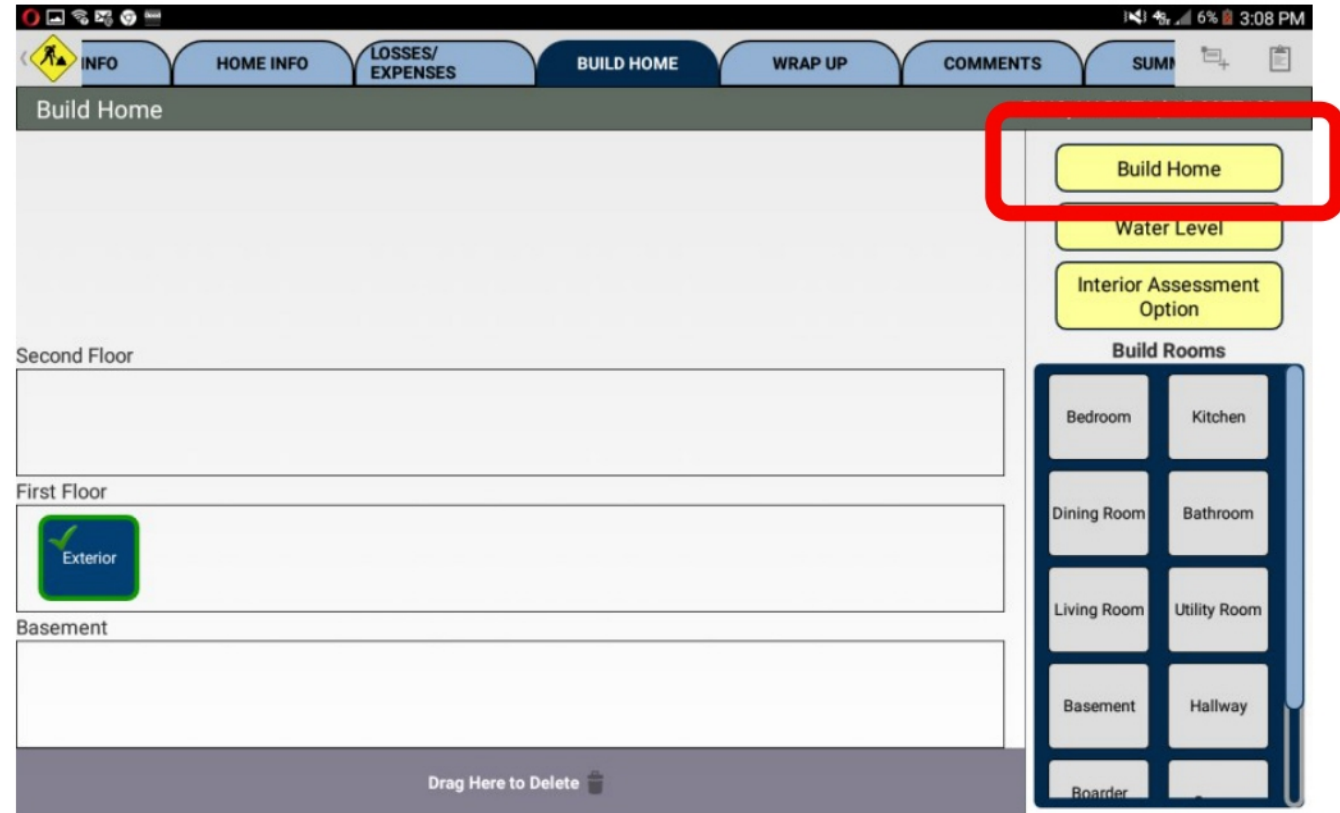
# Skills Check

October 26, 2018



# Build home tab

Exterior room is built automatically. Start by building the home. Tap build home icon in yellow.



# Build home

Select type of home by tapping icon: House-Single/duplex –a building containing one household (single-family) or two (duplex) through separate entrances placed on a permanent foundation containing the majority of essential rooms Mobile Home – a building prefabricated elsewhere and set on-site, customarily using an adjustable pier-type foundation. Townhouse – attached single-family homes with parting walls and separate entrances making a single larger building on a horizontal plane. Condo –Use to address a condominium or cooperative which is a form of ownership. The dwelling could be similar to a townhouse, but may be combined both horizontally or vertically to make the single structure. Condominium/Cooperative occupants are owners with a specific agreement to own shares of the structure having access rights to “common” areas of the building. Ownership documents will have condominium agreement text. Apartment – is a self-contained housing unit that occupies only part of a building (apartment building). Travel Trailer – typically, a travel trailer is a towed behind road vehicle containing a housing unit sleeping a minimal number of occupants. Units are smaller than mobile homes, while many retain their wheels. Recreational Vehicles, when not used for transportation will be recorded as a Travel Trailer. Assisted Living Facility – A structure used to care for elderly, disabled, or individuals with other functional needs containing on-site supervision and health care. Boat – a watercraft of any size designed to float on water. College Dormitory – a residence hall containing sleeping quarters for a large number of occupants typically found in boarding schools and universities. Correctional Facility – a structure typically used for a prison, jail or half-way house. Military Housing – a housing entitlement granted to U.S. Military members and their dependents. Other – a dwellings not meeting one of the above conditions, such as tents, lean-tos, sheds, yurts, cargo containers, earthen homes (Berm houses), when occupied – vehicles, and etc. A comment is required when selecting this type.

The screenshot shows a mobile application interface for building a home. A dialog box titled "Build Home" is open, featuring a "Choose Type of Home" section with a grid of buttons: House-Single/Duplex (selected), Mobile Home, Townhouse, Condo, Apartment, Travel Trailer, Assisted Living Facility, Boat, College Dormitory, Correctional Facility, Military Housing, and Other. Below this is a "Choose Type of Foundation" section with buttons for Basement (selected), Crawlspace, Other, and Slab. Further down is a "Number of Floors Above Foundation" section with a numeric input set to 2, and a "Default Cause of Damage" section with buttons for Fire, Flood (selected), Other, Power Surge/, Sewer Backup, and Seepage. The dialog has "Cancel" and "Submit" buttons at the bottom. The background shows a floor plan with labels like "Second Floor", "First Floor", "Basement", "Bedroom", "Kitchen", etc.

# Build home

Choose Type of Foundation: Basement – an enclosed area where any portion of the exterior wall or concrete floor is below grade, except for split-level or split-foyer homes. Crawlspace –the area or space between the lowest floor and earth or concrete pad with supports for the first floor. Area may contain ductwork, plumbing, insulation and other mechanical components. Other – for earthen floors, boats, tents, cargo containers or “other” dwelling types. Slab – concrete floor or pad supporting the first floor or dwelling.

The screenshot shows a mobile application interface with a 'Build Home' dialog box. The dialog box has two main sections: 'Choose Type of Home' and 'Choose Type of Foundation'. In the 'Choose Type of Home' section, 'House-Single/Duplex' is selected. In the 'Choose Type of Foundation' section, 'Slab' is selected. Below these sections, there is a 'Number of Floors Above Foundation' section with a value of 2, and a 'Default Cause of Damage' section with 'Flood' selected. The background of the app shows a floor plan with rooms like Bedroom, Kitchen, Bathroom, etc., and a 'Build Rooms' button.

Build Home

Choose Type of Home ?

House-Single/Duplex Mobile Home Townhouse Condo

Apartment Travel Trailer Assisted Living Facility Boat

College Dormitory Correctional Facility Military Housing Other

Choose Type of Foundation ?

Basement Crawlspace Other Slab

Number of Floors Above Foundation

- 2 +

CLEAR

Default Cause of Damage ?

Fire Flood Other

Power Surge/ Sewer Backup Seepage

Cancel Submit

# Build Home

Number of floors above the foundation:  
Enter the number of floors above the foundation level. This does not include the basement; if the home is a 1 story (floor) on a basement the correct entry is 1 floor above the foundation. The basement is not counted as a floor but is included in the square footage of the dwelling.

The screenshot displays the 'Build Home' mobile application interface. The app shows a 'Build Home' dialog box with three sections: 'Choose Type of Home', 'Choose Type of Foundation', and 'Number of Floors Above Foundation'. The 'Number of Floors Above Foundation' section is highlighted with a red rectangle and shows the value '2'. Other options include 'House-Single/Duplex', 'Mobile Home', 'Townhouse', 'Condo', 'Apartment', 'Travel Trailer', 'Assisted Living Facility', 'Boat', 'College Dormitory', 'Correctional Facility', 'Military Housing', 'Other', 'Basement', 'Crawlspace', 'Other', 'Slab', 'Fire', 'Flood', 'Other', 'Power Surge', 'Sewer Backup', and 'Seepage'.



# Build Home

Choose Hail/Rain/Wind Driven Rain when available otherwise select the cause of damage given per disaster specific guidance. The default COD will be used for all non-affected items. Note: The default selection appears when the user first builds the home and will be the damage type for Not Affected furnishings and appliances. Editing the default damage type may be facilitated through the Build Home prompt. Submit when done.

The screenshot displays the 'Build Home' mobile application interface. A central dialog box titled 'Build Home' is overlaid on the main screen. The dialog contains three main sections:

- Choose Type of Home ?**: A grid of buttons for home types. 'House-Single/Duplex' is selected with a green checkmark. Other options include Mobile Home, Townhouse, Condo, Apartment, Travel Trailer, Assisted Living Facility, Boat, College Dormitory, Correctional Facility, Military Housing, and Other.
- Choose Type of Foundation ?**: A row of buttons for foundation types. 'Slab' is selected with a green checkmark. Other options are Basement, Crawlspace, and Other.
- Number of Floors Above Foundation**: A numeric input field showing '2', with minus and plus buttons and a 'CLEAR' button.
- Default Cause of Damage ?**: A section highlighted with a red box, containing buttons for damage types. 'Flood' is selected with a green checkmark. Other options include Fire, Other, Power Surge/, Sewer Backup, and Seepage.

At the bottom of the dialog are 'Cancel' and 'Submit' buttons. The background of the app shows a house layout with rooms labeled: Bedroom, Kitchen, Bathroom, Living Room, Utility Room, Basement, and Hallway. The top status bar shows the time as 3:14 PM and battery level at 6%.



# Build Home

Water level: Tap on Water Level icon. Select the highest location the water reached. Attic, Other, Over Roof, Over Access Road, Basement, First Floor, Second Floor. Enter how high the water got in feet and inches on the selected level. Then submit.

The screenshot shows a mobile application interface titled "Build Home". At the top, there is a navigation bar with tabs: "INFO", "HOME INFO", "LOSSES/EXPENSES", "BUILD HOME", and "V". The "BUILD HOME" tab is currently selected. Below the navigation bar, the header reads "Build Home" and "PINO, HARVEY / 15-0377103". The main content area is divided into sections for "Second Floor", "First Floor ~ Water Level: 2' 0\"", and "Basement". The "First Floor" section is highlighted in cyan and contains a green checkmark icon labeled "Exterior". The "Basement" section is also highlighted in cyan. On the right side, there is a sidebar with a "Build Rooms" section containing a grid of room options: Bedroom, Kitchen, Dining Room, Bathroom, Living Room, Utility Room, Basement, Hallway, and Boarder. Above this grid, there are three buttons: "Build Home", "Water Level" (which is highlighted with a red rectangle), and "Interior Assessment Option". At the bottom of the main content area, there is a grey bar with the text "Drag Here to Delete" and a trash icon.

# Build Home

Interior Assessment option: If none of the furnishings and/or appliances are damaged then this can be used. To use this option answer the questions for furnishing, appliance, and interior structure damages. If all answers selected are No, proceed without building all rooms in the dwelling. When the No Furnishing Damage Room populates on a floor which the applicant does not reside, drag the room to the appropriate floor. Exterior only damages, such as road and bridge (egress) or electrical service entrances can be recorded in the Exterior room.

The screenshot displays the 'Build Home' application interface. At the top, there is a navigation bar with tabs: 'INFO', 'HOME INFO', 'LOSSES/EXPENSES', 'BUILD HOME', and 'V'. The 'BUILD HOME' tab is currently selected. Below the navigation bar, the header reads 'Build Home' and 'PINO, HARVEY / 15-0377103'. The main area is divided into sections for 'Second Floor', 'First Floor ~ Water Level: 2' 0"', and 'Basement'. The 'First Floor' section contains a green checkmark icon and the label 'Exterior'. The 'Basement' section is highlighted in cyan. On the right side, there is a 'Build Rooms' panel with a list of rooms: Bedroom, Kitchen, Dining Room, Bathroom, Living Room, Utility Room, Basement, Hallway, and Boarder. The 'Interior Assessment Option' button is highlighted with a red box.

Build Home

PINO, HARVEY / 15-0377103

Build Home

Water Level

Interior Assessment Option

Build Rooms

Bedroom Kitchen

Dining Room Bathroom

Living Room Utility Room

Basement Hallway

Boarder

Drag Here to Delete

# Room Furnishings

**Essential Rooms – Record all rooms as they are furnished. When recording rooms furnished as bathrooms, bedrooms, kitchens and living rooms, select the appropriate level of damaged for the essential room furnishings! For example, if an unoccupied bedroom is furnished as a bedroom and all furnishings need to be replaced, record it as a Bedroom Replace. The following are considered Essential Room Furnishings:**

**Bathrooms - Furnishings include:** towel set, personal hygiene items, shower rod, shower curtain, tub mat and mini blind.

**Bedrooms - Furnishings include:** bed frame and mattress set (twin bed), pillow, blanket, bedspread, sheet set, dresser or chest, nightstand, lamp, mirror and mini blind set. The bedroom furnishings includes an allowance for a single twin bed for a single occupant. If there were two or more occupants of a damaged bedroom, add an additional twin bed line item for each additional occupant with the appropriate level of damage. Example: If there are two children in a bedroom and all furnishings were destroyed, record bedroom Replace All and one twin bed Replace. The same guidance would apply to a couple occupying a double bed.

**Kitchens - Furnishings include:** kitchen utensils, mixing bowl set, pots & pans, dishes, glassware, flatware, small appliances, dishtowels & potholders, fire extinguisher and cleaning supplies.

**Living Rooms - Furnishings include:** sofa or couch, chair, coffee table and floor lamp & table lamp.

If a room is not furnished as one of the available room types, for example a room used as storage, the inspector will build an office room.

**College dorm, Assisted Living Center, Military and Correctional Facility Personal Property:** Individuals residing in these homes are typically not responsible for room furnishings or major appliances and should be recorded as “Landlord Owned”. Damages to clothing and small appliances (fans, radios, TVs, wheelchairs, microwaves and telephones) may be acceptable personal property items to be recorded with an appropriate level of damage.

# Furnishing Damage levels

- **None Affected** – Select when room furnishings are not damaged or lightly soiled/dusted and can be cleaned by the applicant. **Clean or Fix by Pro** – Select when heavily soiled or contaminated requiring professional cleaning. **Some Beyond Repair** – Select when a portion of the essential furnishing items for a room are no longer functional and require replacement. **Replace All**- Select when an obvious replacement of all or most all of the essential furnishing items for a room is needed. **Landlord Owned** – Record when the room's furnishings are provided by the landlord.If unable to determine the correct level of damage for an essential room, the inspector can tap the **Itemized Furnishings Assessment** button to assess the damage level for each of the essential items for the room. This will give the correct level of damage for the room.

# Room Furnishings

- Viewed means that the room furnishings were still at the dwelling and available to be seen. Verbal if the room furnishings are no longer there and there is sufficient evidence to suggest the furnishing items were damaged. For example, if the house had 3 feet of water in it, then evidence would support recording a damage level above None Affected. Note: When the damage cannot be verified or supported, the room furnishings damage level should be recorded as None Affected. Do not record stored furnishings, such as in a storage unit, on an initial inspection.



# Build Home

When you drag an essential room to a floor level location, this pop up appears. In this example, the bedroom being built is on the 2<sup>nd</sup> floor and has no damages, so we can select None Affected and tap submit. The essential room will close and will return to the Build Home screen. Tap the room to open again and add the appliances and if for an owner, the structural line items.

The screenshot shows a mobile application interface. At the top, there is a navigation bar with tabs: INFO, HOME INFO, LOSSES/EXPENSES, BUILD HOME, RAPID DAMAGE ASSESSMENT, and SPEED ESTIMATING. The 'BUILD HOME' tab is currently selected. Below the navigation bar, the title 'Bedroom Furnishings Group: Furnishings' is displayed. The main content area shows a 'Bedroom Furnishings Group' with the items 'Twin Bed, Dresser, Nightstand, Lamp, and Bedding'. Below this, there is a 'Damage Level' section with two columns. The left column contains four blue buttons: 'None Affected', 'Clean or Fix By Pro', 'Some Beyond Repair', and 'Replace All'. The right column has a yellow button labeled 'Itemized Furnishings Assessment' preceded by the word 'OR'. At the bottom of the screen, there is a bar with a close button (X), a 'Cancel' button, a checkmark icon, and a 'Submit' button. A 'Drag Here to Delete' instruction is visible at the very bottom.

# Build Home

Always try to inspect the dwelling in the same pattern. For example, always start on the upper floor in the back left corner. Regardless of preference always start at the same location in every house. (NOTE the tabs across the top) Next- tap Appliance tab.

The screenshot shows the 'Build Home' app interface. At the top, there are three tabs: 'FURNISHINGS', 'APPLIANCE', and 'STRUCTURE'. The 'FURNISHINGS' tab is highlighted with a red rectangle. Below the tabs, the header reads 'Bedroom - Furnishings' with a question mark icon. To the right of the header, it says 'PINO, HARVEY / 15-0377103'. Below the header, there is a section titled 'Bedroom Furnishings Group: Twin Bed, Dresser, Nightstand, Lamp, and Bedding'. In the center, there is a 'Damage Level' section with four options: 'None Affected' (highlighted with a green border), 'Clean or Fix By Pro', 'Some Beyond Repair', and 'Replace All'. To the right of these options is a yellow box labeled 'Itemized Furnishings Assessment'. A message box on the right says 'The Furnishings tab is completed. Please swipe or tap to the next tab.' The top status bar shows the time as 4:18 PM and battery level at 11%.

# Build Home

**Recording Appliances:** Since the bedroom had no damage in this example, all appliances are located in the right side which holds not affected items. To add items drag and drop. **Note:** To record Landlord owned appliances, drag the appliance to the Affected Appliances area and select Landlord Owned as the level of damage.

16% 5:23 PM

FURNISHINGS

APPLIANCE

STRUCTURE

DONE WITH ROOM

Bedroom - Appliances ?

PINO, HARVEY / 15-0377103

Affected Appliances

(Drag Here)

Appliances Inventory

Appliance	Qty	Damage Level	Verification	Cause
Electric Fan	1	Not Affected	Viewed	Flood
Radio	1	Not Affected	Viewed	Flood
Television	1	Not Affected	Viewed	Flood
Twin Bed	1	Not Affected	Viewed	Flood

Not Affected Appliances

(Drag Here)

(1) Electric Fan

(1) Radio

(1) Television

(1) Twin Bed

Available Appliances

Range

Refrigerator

Microwave

Everyday Dining Table/ Chairs

Washer

Dryer

Freezer

Television

Telephone

Radio

Twin Bed

No Appliance Damage

Electric Fan

Vacuum

Chainsaw

Humidifier

Dehumidifier

Toys

Portable Space Heater

Air Conditioner

Generator

ADA-Accessible Bed

ADA-Accessible Raised Toilet Seat

ADA-Accessible Refrigerator

ADA-Accessible Shower

ADA-Accessible Sink

ADA-Accessible Toilet

ADA-Visual/Alert

ADA-Wheelchair

Appliance

Carbon Monoxide

Infant Car

Infant High Chair

Infant

Help Text

Drag Available Appliance Here to View Help Text

# Build Home

Inspections for Owners will have a Structure tab. In this case there were no damages on the second floor, so no Real Property has been recorded. Always finish a room before leaving. Then tap done with room.

The screenshot shows the 'Build Home' app interface. At the top, there are three tabs: 'FURNISHINGS', 'APPLIANCE', and 'STRUCTURE'. The 'STRUCTURE' tab is selected. Below the tabs, the title is 'Bedroom - Structural Damages Inventory'. On the right side of the header, there is a status bar showing '11%' battery and '4:22 PM'. A red box highlights the 'DONE WITH ROOM' button in the top right corner.

Below the header, there is a table with two main sections: 'Categories' and 'Inspection Items'.

Categories	Inspection Items
Typical for Room	
Access/Debris	Clean and sanitize SF
Boat Items	Door, interior, replace EA
Electrical	Door, trim and refit EA
Floors/Walls/Ceilings	Drywall, replace WALL SF
Foundation/Masonry	Floor covering, replace FLOOR SF
General	Insulation, Floor/Ceiling, Replace SF
Heating	Insulation, Wall, Replace SF
Mobile Home	Light fixtures, replace EA
Multi Family Road and Bridge	Outlets or switches, replace EA
Plumbing	
Single Family Road and Bridge	
Speed Estimating	

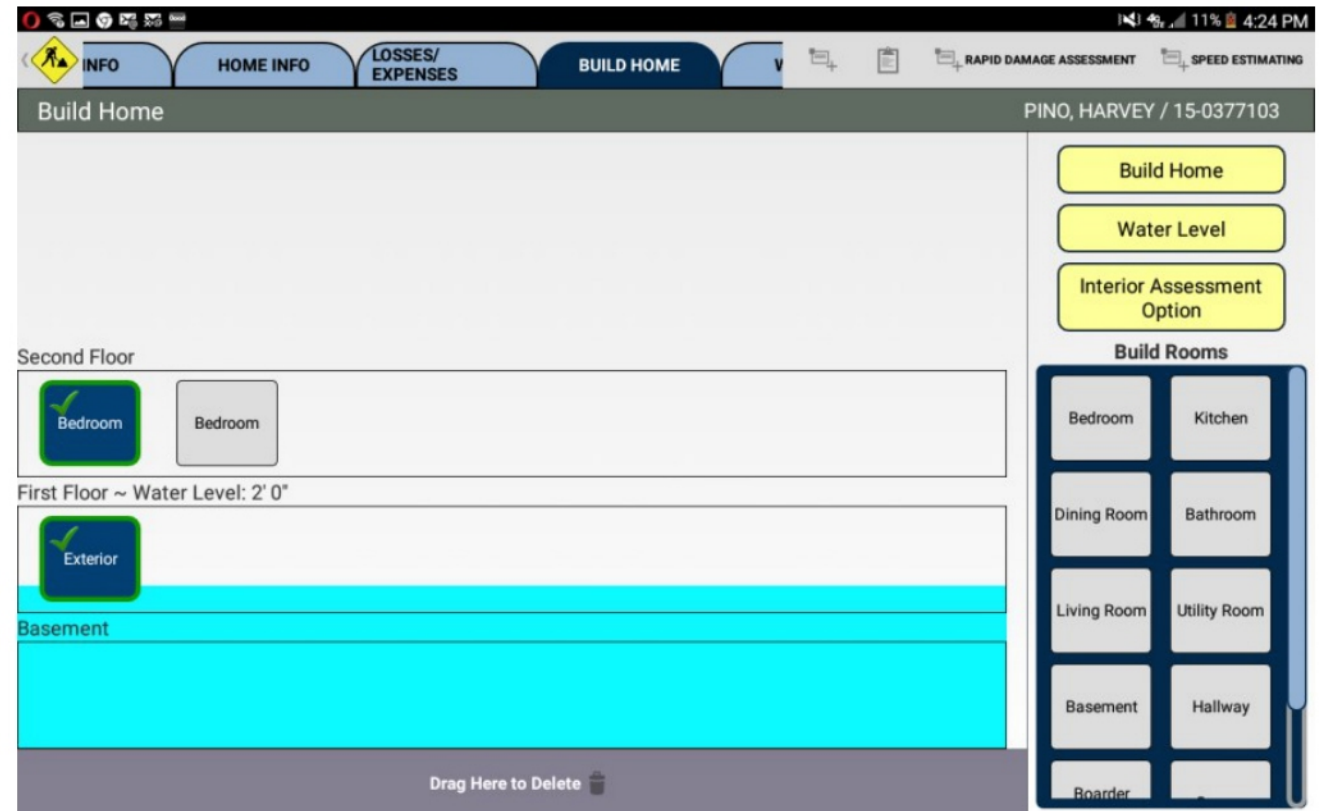
Below the 'Inspection Items' table, there is a 'Room Items' table with columns: 'Category', 'Line Item', 'Qty', 'Unit', and 'Cause of Damage'.

Category	Line Item	Qty	Unit	Cause of Damage
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At the bottom, there is a 'Cause of Damage' section with a grid of buttons: Earthquake, Fire, Flood, Hail/Rain/Wind, Ice/Snow, Other, Power Surge/, Seepage, and Sewer Backup. To the right of the grid is a 'Quantity' section with a numeric keypad (0-9, +, -, \*, /, =) and buttons for 'Add Item' and 'Auto Calc'.

# Build Home

Note the bedroom on the second floor. The bedroom has changed color and has a check mark. This indicates the room has been completed. Enter the next room and continue with this process for the entire floor. Next move down to the first floor and add rooms at the first floor- in this display the kitchen will be added. Add the kitchen to the first floor.





# Build Home

Assessing room furnishings in kitchen using  
Itemized Furnishings assessment.

The screenshot shows the 'Kitchen - Furnishings' screen in the 'Build Home' app. The top navigation bar includes 'FURNISHINGS', 'APPLIANCE', and 'STRUCTURE' tabs. Below the navigation bar, the title 'Kitchen - Furnishings' is displayed next to a question mark icon, and the location 'PINO, HARVEY / 15-0377103' is shown on the right. The main content area is titled 'Kitchen Furnishings Group: Pots and Pans, Dishes, Silverware, and Small Appliances'. It features three primary sections: 'Damage Level', 'Cause of Damage', and 'Verification'. The 'Damage Level' section has four options: 'None Affected', 'Clean or Fix By Pro' (highlighted with a green checkmark), 'Some Beyond Repair', and 'Replace All'. An 'OR' separator is placed between the 'Damage Level' and 'Cause of Damage' sections. The 'Cause of Damage' section has eight options: 'Earthquake', 'Fire', 'Flood' (highlighted with a green checkmark), 'Hail/Rain/Wind Driven', 'Ice/Snow', 'Other', 'Power Surge/Lightning', 'Seepage', 'Sewer Backup', and 'Tornado/Wind'. The 'Verification' section has two options: 'Viewed' (highlighted with a green checkmark) and 'Verbal'. A final message at the bottom right states: 'The Furnishings tab is completed. Please swipe or tap to the next tab.'

**Damage Level**

- None Affected
- Clean or Fix By Pro
- Some Beyond Repair
- Replace All

**OR**

**Cause of Damage**

- Earthquake
- Fire
- Flood
- Hail/Rain/Wind Driven
- Ice/Snow
- Other
- Power Surge/Lightning
- Seepage
- Sewer Backup
- Tornado/Wind

**Verification**

- Viewed
- Verbal

The Furnishings tab is completed. Please swipe or tap to the next tab.

# Kitchen Itemized Furnishing assessment

Select the checkbox for items that are no longer functional. For this example some items were selected. Note the recommended level of damage Clean or Fix by a Pro. Tap Submit. The itemized Furnishings Assessment tool will close and return to the Kitchen Furnishings screen with the Damage Level of Clean or Fix By Pro. Select the appropriate Cause of Damage and Verification of Viewed or Verbal. Tap Submit and the essential Kitchen room will close and will return to the Build Home screen. Tap the room to open again and add the appliances and if for an owner, record any structural line items.

Itemized Furnishings Assessment - Kitchen

Select the description that best describes each item listed below. If the item is not present in the room do not address it.

Note: Only address items owned by the applicant.

Item	No Longer Functional
Kitchen Utensils	<input type="checkbox"/>
Mixing Bowl Set	<input checked="" type="checkbox"/>
Pots and Pans	<input checked="" type="checkbox"/>
Dishes	<input type="checkbox"/>
Glassware	<input type="checkbox"/>
Flatware	<input type="checkbox"/>
Small Appliances (toaster, blender)	<input type="checkbox"/>
Dish towels and Potholders	<input type="checkbox"/>
Fire Extinguisher	<input checked="" type="checkbox"/>
Cleaning Supplies	<input checked="" type="checkbox"/>

Damage Level Calculation

Clean or Fix By Pro

Cancel Submit



# Recording Appliances

Addressing the affected refrigerator. Select the Quantity, Damage Level, Cause of Damage and the Verification. Tap Submit.

The screenshot displays a mobile application interface for recording appliance damage. The main window is titled "Affected Appliance - Refrigerator". It features four columns: "Quantity", "Damage Level", "Cause of Damage", and "Verification".

Quantity	Damage Level	Cause of Damage	Verification
+ 1 -	Repair <b>Replace</b>	Earthquake <b>Flood</b> Ice/Snow Power Surge/ Lightning Sewer Backup	<b>Viewed</b> Verbal

At the bottom of the modal, there are "Cancel" and "Submit" buttons. The background interface shows a list of appliances under the "APPLIANCE" tab, including Range, Electric Fan, and various ADA items. A "Help Text" box on the right side of the background interface reads: "Drag Available Appliance Here to View Help Text".

# Appliances addressed in Kitchen

Note Affected Appliances on the left. Note Not Affected Appliances on the right. NOTE help text available. Drag item to box to display help info. Not all items have a help text description.

The screenshot shows a mobile application interface for 'Kitchen - Appliances'. The top navigation bar includes 'FURNISHINGS', 'APPLIANCE', and 'STRUCTURE'. The main header is 'Kitchen - Appliances' with a question mark icon and a user ID 'PINO, HARVEY / 15-0377103'. The interface is divided into three main sections: 'Affected Appliances', 'Appliances Inventory', and 'Not Affected Appliances'. The 'Affected Appliances' section on the left shows two items: 'Range' and 'Refrigerator', each with a '(1)' icon. The 'Appliances Inventory' section in the center is a table with columns: 'Appliance', 'Qty', 'Damage Level', 'Verification', and 'Cause'. The 'Not Affected Appliances' section on the right shows two items: 'Microwave' and 'Radio', each with a '(1)' icon. Below these sections is a grid of 'Available Appliances' including Range, Refrigerator, Microwave, Everyday Dining Table/Chairs, Washer, Dryer, Freezer, Television, Telephone, Radio, Twin Bed, No Appliance Damage, Electric Fan, Vacuum, Chainsaw, Humidifier, Dehumidifier, Toys, Portable Space Heater, Air Conditioner, Generator, ADA-Accessible Bed, ADA-Accessible Raised Toilet Seat, ADA-Accessible Refrigerator, ADA-Visual/, ADA-Wheel, Appliance, Carbon Monoxide, Infant Car, Infant High, and Infant. A red box highlights a 'Help Text' pop-up that says 'Drag Available Appliance Here to View Help Text'.

Appliance	Qty	Damage Level	Verification	Cause
Microwave	1	Not Affected	Viewed	Flood
Radio	1	Not Affected	Viewed	Flood
Range	1	Repair	Viewed	Flood
Refrigerator	1	Repair	Viewed	Flood

Available Appliances											
Range	Refrigerator	Microwave	Everyday Dining Table/Chairs	Washer	Dryer	Freezer	Television	Telephone	Radio	Twin Bed	No Appliance Damage
Electric Fan	Vacuum	Chainsaw	Humidifier	Dehumidifier	Toys	Portable Space Heater	Air Conditioner	Generator	ADA-Accessible Bed	ADA-Accessible Raised Toilet Seat	ADA-Accessible Refrigerator
ADA-Visual/	ADA-Wheel	Appliance	Carbon Monoxide	Infant Car	Infant High	Infant					



# Build Home Structure tab

Note the default Category – Typical for Room  
This category contains items most commonly used for the selected room. Items are measured several ways: Linear Feet  
Square Feet Cubic yards  
Each Note: If there is a flood level, inspectors can use the Edit Dimensions feature to enter the room dimensions which can be used for auto-calculating and recording line items (see next screen).

**EDIT DIMENSIONS**

Kitchen - Structural Damages Inventory ? Length: 10' 0" Width: 10' 0" = 100 SF 15-0377103

Categories	Inspection Items	Room Items
Typical for Room	Line Item	Line Item
Access/Debris	Cabinet, base, replace	Floors/Walls/Ceilings
Boat Items	Cabinet, reinstall	Floors/Walls/Ceilings
Electrical	Cabinet, wall, replace	Plumbing
Floors/Walls/Ceilings	Clean and sanitize	Electrical
Foundation/Masonry	Door, interior, replace	Access/Debris
General	Door, trim and refit	Floors/Walls/Ceilings
Heating	Drywall, replace	Floors/Walls/Ceilings
Mobile Home	Exhaust Fan w/light Replace	Floors/Walls/Ceilings
Multi Family Road and Bridge	Floor covering, replace	
Plumbing	Insulation, Floor/Ceiling, Replace	
Single Family Road and Bridge	Insulation, Wall, Replace	
Speed Estimating	Light fixtures, replace	
	Outlet, 220 volt, replace	
	Outlet, GFI, replace	
	Outlets or switches, replace	

Qty	Unit	Cause of Damage
100	SF	Flood
100	SF	Flood
1	EA	Flood
3	EA	Flood
100	SF	Flood
80	WALL SF	Flood
100	FLOOR SF	Flood

**Cause of Damage**

Earthquake Fire Flood  
Hail/Rain/Wind Ice/Snow Other  
Power Surge/ Seepage Sewer Backup

**Quantity**

+ + + +  
0 0 0 0 CLEAR  
- - - -  
Add Item Auto Calc

# Build Home Structure tab

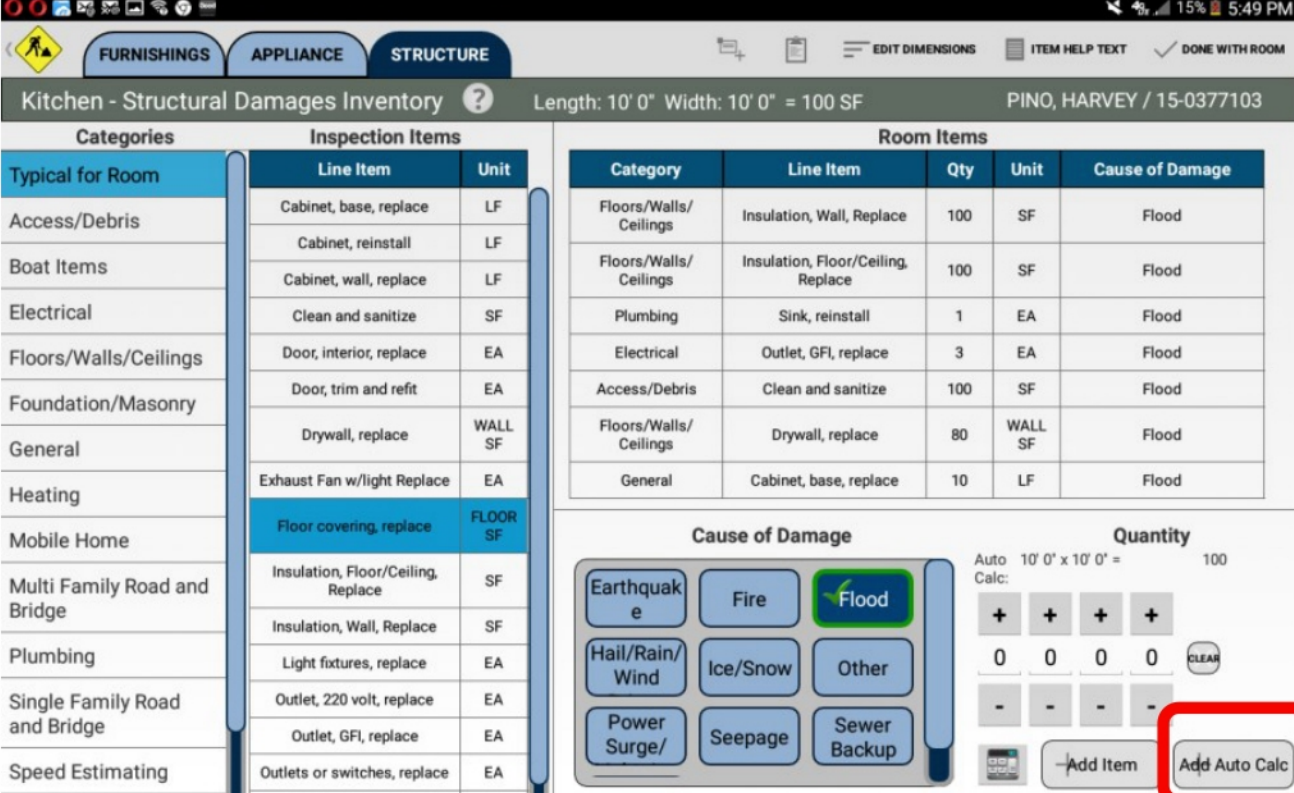
By tapping Edit Dimensions, it allows the inspector to enter the room dimensions. Example used is 10 feet 00 inches by 10 feet 00 inches. Tap submit.

The screenshot shows a mobile application interface for 'Kitchen - Structural Damages Inventory'. The top navigation bar includes 'FURNISHINGS', 'APPLIANCE', and 'STRUCTURE' tabs. The 'STRUCTURE' tab is selected. Below the navigation bar, there is a header for 'Kitchen - Structural Damages Inventory' with a question mark icon, and a summary 'Length: 10' 0" Width: 10' 0" = 100 SF'. The user's name 'PINO, HARVEY / 15-0377103' is displayed on the right. The main content area is divided into three sections: 'Categories', 'Inspection Items', and 'Room Items'. The 'Room Items' section is currently active, showing a table with columns 'Qty', 'Unit', and 'Cause of Damage'. The table contains several rows of data, including 'Flood' and 'Flood' entries. A dialog box titled 'Edit Room Dimensions' is overlaid on the screen. The dialog box has two main sections: 'Length' and 'Width'. Each section has a 'Feet' field and an 'Inches' field. The 'Length' field is set to 10 feet 00 inches, and the 'Width' field is set to 10 feet 00 inches. The dialog box also has 'Cancel' and 'Submit' buttons at the bottom.

Categories	Inspection Items	Room Items
Typical for Room	Line	Qty Unit Cause of Damage
Access/Debris	Cabinet, b	100 SF Flood
Boat Items	Cabinet	100 SF Flood
Electrical	Cabinet, w	1 EA Flood
Floors/Walls/Ceilings	Clean an	3 EA Flood
Foundation/Masonry	Door, inter	100 SF Flood
General	Door, trir	80 WALL SF Flood
Heating	Drywall	100 FLOOR cc Flood
Mobile Home	Exhaust Fan v	
Multi Family Road and Bridge	Floor cove	
Plumbing	Insulation, f	
Single Family Road and Bridge	Insulation, Rep	
Speed Estimating	Insulation, V	
	Light fixtu	
	Outlet, 220 volt, replace	EA
	Outlet, GFI, replace	EA
	Outlets or switches, replace	EA

# Adding Real Property line items

To add flooring, select the appropriate floor covering. In this case we will use Floor covering replace. Per the item help text, floor covering is labor and materials to remove dispose of, and replace floor covering consisting of carpet, floor tiles, sheet vinyl laminate or linoleum flooring. Factor Replace = 1X affected floor of home if carpet or combination of carpet and linoleum throughout. Select floor covering, cause of damage "Flood" then tap add auto calc.



**Kitchen - Structural Damages Inventory** Length: 10' 0" Width: 10' 0" = 100 SF PINO, HARVEY / 15-0377103

Categories	Inspection Items	Room Items
Typical for Room	Line Item Unit	Category Line Item Qty Unit Cause of Damage
Access/Debris	Cabinet, base, replace LF	Floors/Walls/Ceilings Insulation, Wall, Replace 100 SF Flood
Boat Items	Cabinet, reinstall LF	Floors/Walls/Ceilings Insulation, Floor/Ceiling, Replace 100 SF Flood
Electrical	Cabinet, wall, replace LF	Plumbing Sink, reinstall 1 EA Flood
Floors/Walls/Ceilings	Clean and sanitize SF	Electrical Outlet, GFI, replace 3 EA Flood
Foundation/Masonry	Door, interior, replace EA	Access/Debris Clean and sanitize 100 SF Flood
General	Door, trim and refit EA	Floors/Walls/Ceilings Drywall, replace 80 WALL SF Flood
Heating	Drywall, replace WALL SF	General Cabinet, base, replace 10 LF Flood
Mobile Home	Exhaust Fan w/light Replace EA	
Multi Family Road and Bridge	Floor covering, replace FLOOR SF	
Plumbing	Insulation, Floor/Ceiling, Replace SF	
Single Family Road and Bridge	Insulation, Wall, Replace SF	
Speed Estimating	Light fixtures, replace EA	
	Outlet, 220 volt, replace EA	
	Outlet, GFI, replace EA	
	Outlets or switches, replace EA	

**Cause of Damage**

Earthquake Fire **Flood** Hail/Rain/Wind Ice/Snow Other Power Surge/ Seepage Sewer Backup

**Quantity**

Auto 10' 0" x 10' 0" = 100

Calc: + + + + 0 0 0 0 CLEAR

- - - -

Add Item **Add Auto Calc**

# Adding Real Property line items

Note that the quantity box for the line item will display the correct amount of material. Next tap Add Item to record the calculated quantity of Floor Covering Replace. You are ready to enter the next item. When you have finished addressing all of the RP damages for the room, tap Done With Room. Note: Auto Calc cannot be used to calculate wall insulation.

**Kitchen - Structural Damages Inventory** ? Length: 10' 0" Width: 10' 0" = 100 SF PINO, HARVEY / 15-0377103

**Categories**

- Typical for Room
- Access/Debris
- Boat Items
- Electrical
- Floors/Walls/Ceilings
- Foundation/Masonry
- General
- Heating
- Mobile Home
- Multi Family Road and Bridge
- Plumbing
- Single Family Road and Bridge
- Speed Estimating

**Inspection Items**

Line Item	Unit
Cabinet, base, replace	LF
Cabinet, reinstall	LF
Cabinet, wall, replace	LF
Clean and sanitize	SF
Door, interior, replace	EA
Door, trim and refit	EA
Drywall, replace	WALL SF
Exhaust Fan w/light Replace	EA
<b>Floor covering, replace</b>	<b>FLOOR SF</b>
Insulation, Floor/Ceiling, Replace	SF
Insulation, Wall, Replace	SF
Light fixtures, replace	EA
Outlet, 220 volt, replace	EA
Outlet, GFI, replace	EA
Outlets or switches, replace	EA

**Room Items**

Category	Line Item	Qty	Unit	Cause of Damage
Floors/Walls/Ceilings	Insulation, Wall, Replace	100	SF	Flood
Floors/Walls/Ceilings	Insulation, Floor/Ceiling, Replace	100	SF	Flood
Plumbing	Sink, reinstall	1	EA	Flood
Electrical	Outlet, GFI, replace	3	EA	Flood
Access/Debris	Clean and sanitize	100	SF	Flood
Floors/Walls/Ceilings	Drywall, replace	80	WALL SF	Flood
General	Cabinet, base, replace	10	LF	Flood

**Cause of Damage**

Earthquake Fire **Flood** Hail/Rain/Wind Ice/Snow Other Power Surge/ Seepage Sewer Backup

**Quantity**

Auto 10' 0" x 10' 0" = 100

Calc: + + + + 0 1 0 10 CLEAR

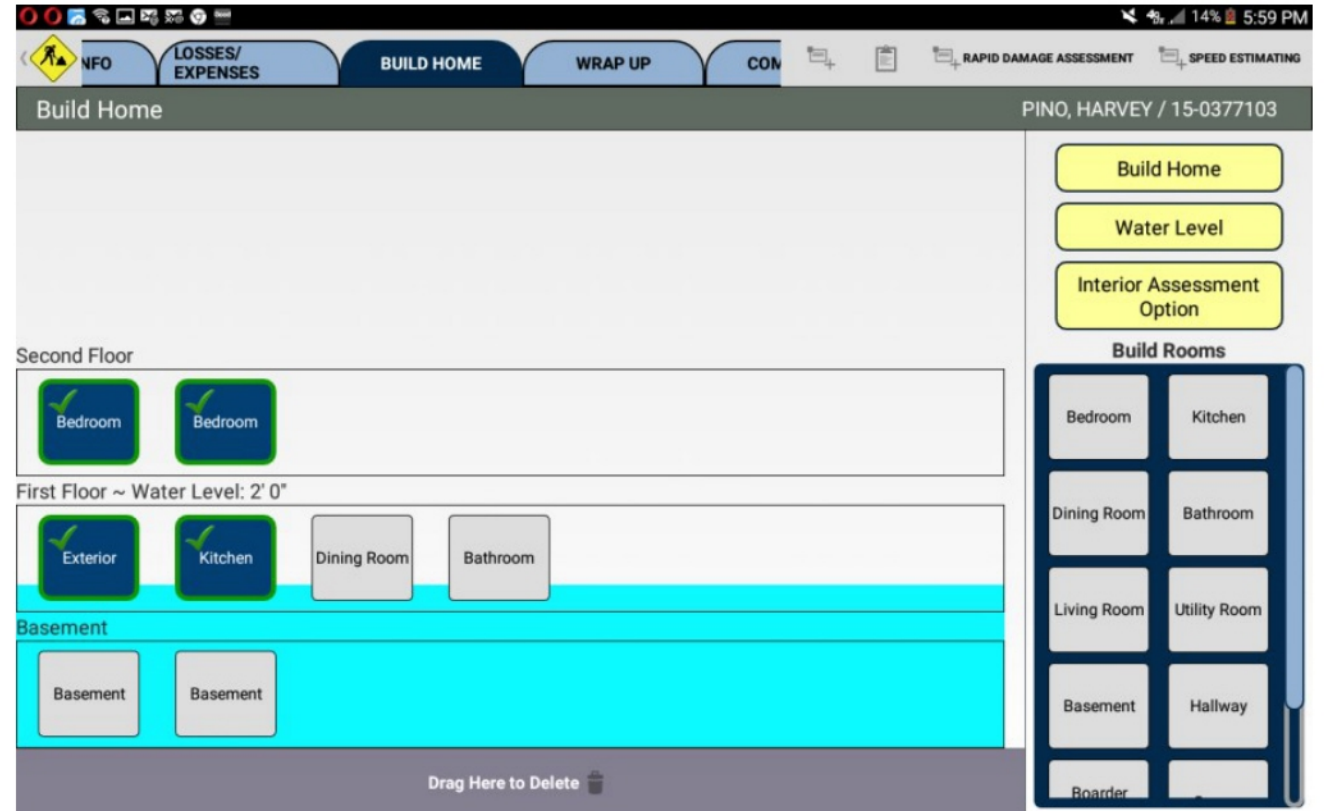
- - - - Add Item Add Auto Calc

**DONE WITH ROOM**



## Room added mistake

Build room by mistake: Example- 2  
basements were built Tap and hold on room  
until it turns red Then drag to bottom of  
screen “Drag Here to Delete” The computer  
will ask if you really want to do this. Tap yes.





# Wrap up tab

Size of Home: Enter the total square footage of the home, including the basement, as the Size of Home. Exclude the following areas: garages, porches, unoccupied outbuildings, crawlspaces and enclosed areas separated from the main living area by a locking exterior door (enclosed porches, Florida rooms, etc.). If a renter occupies any portion of the owner's dwelling, the Size of Home in the owner's inspection will include the renter's occupied area. If the renter's occupied area is separate and totally self-contained, such as a basement apartment or attic apartment with separate entrance/exit, such areas will be considered apartments and not part of the square footage for the Size of Home.

Wrap Up

PINO, HARVEY / 15-0377103

Size of Home ?

+ + + + +

0 0 0 0 0 CLEAR SF

- - - - -

Vehicle Damage ?

Were all household vehicles made undrivable due to the disaster?

Yes No

Special Conditions ? Determine

Habitability Compromised ?

Determine

Goodbye Checklist

Open

# Wrap Up screen

Special Conditions: Tap yellow Icon-Determine.

Wrap Up

PINO, HARVEY / 15-0377103

**Size of Home** ?

+ + + + +

0 1 2 0 0 CLEAR SF

- - - - -

**Special Conditions** ? **Determine**

**Vehicle Damage** ?

Were all household vehicles made undrivable due to the disaster?

Yes No

**Habitability Compromised** ?

**Determine**

**Goodbye Checklist**

Open

# Wrap Up screen

Special Conditions: Tap appropriate box and submit. In this case we tapped None.

Wrap Up

PINO, HARVEY / 15-0377103

### Special Conditions

- ☐ **None**
- ☐ **Incomplete Inspection** ?  
Unable to inspect complete home due to unsafe interior conditions such as standing water in basement or blocked common access routes in condos. Meet with app at home and verify and record as much info and damage as possible.
- ☐ **Forced to Relocate** ?  
Landlord would not allow applicant to resume living in home following the disaster. Also use to address common area damages outside the "drywall in" limitation for condominiums affecting the home's habitability.
- ☐ **Room(s) Access Denied** ?  
Applicant would not allow inspector to inspect one or more rooms in the home.
- ☐ **Immediate Threat to Home or Residents or Tagged Home** ?  
Disaster related conditions on or around the home that may not be recorded in line items and are highly likely to impact the home and or residents in the very near future. Also used when home is tagged by officials labeling it "unsafe to enter", "proceed with caution", or "unsafe to occupy".
- ☐ **Possible Not Primary Residence** ?  
App states home is his/her primary residence, but you have made observations that lead you to believe otherwise. Perform a complete inspection (Standard).
- ☐ **Disaster Specific Condition** ?  
This is a disaster specific request to be used only when instructed by FEMA.

Cancel Submit

# Wrap Up screen

Special Conditions auto filled the line after making selection. Habitability Compromised: Habitability will be based on the homes safety, sanitation, security, function and/or access. Tap the yellow Determine button and the Habitability Compromised screen will open.

Wrap Up

PINO, HARVEY / 15-0377103

Size of Home ?

+ + + + +

0 1 2 0 0 CLEAR SF

- - - - -

Special Conditions ? Determine

None

Vehicle Damage ?

Were all household vehicles made undrivable due to the disaster?

Yes No

Habitability Compromised ?

Determine

Goodbye Checklist

Open

## Wrap Up screen

Habitability Compromised: For owners, the Recommended Determination will populate with 1 of three possible recommendations: No – Indicating the damages are minor in nature. Yes – The damages make the home unsafe and are beyond the applicants ability to repair. Unable to determine – Which means the inspector will make a judgement call of yes or no. Generally the recommendation is good to use. In this example, the Recommended Determination for the Habitability Compromised call is Yes. Tap Confirm to record this habitability call.

The screenshot shows a mobile application interface with a top navigation bar containing tabs: INFO, LOSSES/EXPENSES, BUILD HOME, WRAP UP (selected), COMMENTS, SUMMARY, and VALID. The main screen is titled 'Wrap Up' and displays a form for 'PINO, HARVEY / 15-0377103'. A modal dialog box titled 'Habitability Compromised (Owner)' is open, showing a 'Recommended Determination = Yes' and a list of conditions. The dialog includes a 'Determine' button at the bottom left and a 'Confirm' button at the bottom right.

Wrap Up

PINO, HARVEY / 15-0377103

Habitability Compromised (Owner)

Recommended Determination =  due to the following conditions:

The type and/or scope of Structure damage compromised the home's safety, sanitation, security, function, and/or access (from the Rooms screens).

*In order to change the Habitability Compromised recommended determination, you must reverse the condition(s) above. You may manually override the recommendation below.*

Based on conditions as they would have looked right after the disaster, before any repairs or cleaning may have taken place....in your judgment, did the structure damage to the app's home or property compromise the home's and/or property's safety, sanitation, security, function, or access?

Cancel Confirm



# Wrap Up screen

Habitability Compromised has now filled with Yes. The Relocation Needed question will populate when the Habitability Compromised is Yes or if the Utilities Out question is marked Yes. When present, tap the yellow Determine button.

Wrap Up

PINO, HARVEY / 15-0377103

**Size of Home** ?

+ + + + +

0 1 2 0 0 CLEAR SF

- - - - -

**Special Conditions** ? Determine

None

**Vehicle Damage** ?

Were all household vehicles made undrivable due to the disaster?

Yes No

**Habitability Compromised** ?

Yes

Determine

**Relocation Needed** ?

Determine

**Goodbye Checklist**

Open

## Wrap Up screen

Relocation Needed: Ask the applicant the question as it is written: "Have you moved or are you going to move while repairs are being made?" Based on the applicants response tap the appropriate box and submit.

The screenshot shows a mobile application interface with a top navigation bar containing tabs: INFO, LOSSES/EXPENSES, BUILD HOME, WRAP UP (selected), COMMENTS, SUMMARY, and VALID. The main header area displays 'Wrap Up' on the left and 'PINO, HARVEY / 15-0377103' on the right. The background form includes sections for 'Size of Home' (with +, -, 0, 1 buttons), 'Special Conditions' (with a 'None' button), and 'Habitability Conditions'. A modal dialog box titled 'Relocation Needed?' is centered on the screen. It contains the text: 'Ask the applicant the following question and select the choice that best describes the applicant's response:'. Below this is a text box with the question: 'Have you moved or are you going to move while repairs are being made?'. Three radio button options are listed: 'No Need to Relocate - App has not moved out of the home, and does not feel the need to move out.', 'Back in Home - App had moved (not evacuated) out of the home, but conditions now allow app to be back in the home.', and 'Need to Relocate - App is either currently out of the home, or feels the need to move out now.' The 'Need to Relocate' option is selected. At the bottom of the dialog are 'Cancel' and 'Submit' buttons. The background form also has 'Determine' and 'Open' buttons at the bottom.

## Wrap Up screen

Vehicle Damage: Ask the applicant the question as it is written: “Were all household vehicles made un-drivable due to the disaster?” If not all of the vehicles owned by the applicant were damaged select No. All of the vehicle questions are done. If yes, tap Yes and ask the next question. Vehicles not to Record: Do not address motorcycles, mopeds, bicycles, golf carts, 4 wheelers and all-terrain vehicles (ATV). If this type of vehicle is downloaded and is the primary mode of transportation, comment on the level of damage and flag the inspection for review. Do not record a need through the vehicle questions.

Wrap Up

PINO, HARVEY / 15-0377103

**Size of Home** ?

+ + + + +

0 1 2 0 0 CLEAR SF

- - - - -

**Special Conditions** ? Determine

None

**Vehicle Damage** ?

Were all household vehicles made undrivable due to the disaster?

Yes No

**Habitability Compromised** ?

Yes

Determine

**Relocation Needed** ?

Yes

Determine

**Goodbye Checklist**

Open

# Wrap Up screen

Vehicle Damage: Ask the applicant the question as it is written: "Are any of the household vehicles covered by comprehensive insurance?" If the answer is yes, tap Yes and the vehicle questions are done. If the answer is no, tap No then list vehicles see next screen.

Wrap Up

PINO, HARVEY / 15-0377103

**Size of Home** ?

+ + + + +

0 1 2 0 0 CLEAR SF

- - - - -

**Special Conditions** ? Determine

None

**Vehicle Damage** ?

Were all household vehicles made undrivable due to the disaster? Yes No

Are any household vehicles covered by comprehensive insurance? Yes No

**Habitability Compromised** ?

Yes Determine

**Relocation Needed** ?

Yes Determine

**Goodbye Checklist**

Open

# Wrap Up screen

Vehicle Damage: All household vehicles will need to be recorded. Tap Add, to add vehicle information. If vehicles were recorded at RI they will be listed. Select a listed vehicle and tap Edit. If a listed vehicle does not belong to a member of the household, select the vehicle and tap Delete.

The screenshot shows the 'Wrap Up' screen of a mobile application. The top navigation bar includes tabs for INFO, LOSSES/EXPENSES, BUILD HOME, WRAP UP (selected), COMMENTS, SUMMARY, and VALID. The header text reads 'Wrap Up' and 'PINO, HARVEY / 15-0377103'. The screen is divided into several sections:

- Size of Home**: A numeric keypad with digits 0-9 and a 'CLEAR' button. The current value is 01200 SF.
- Vehicle Damage**: Two questions with Yes/No buttons.
  - Were all household vehicles made undrivable due to the disaster? (Yes is selected)
  - Are any household vehicles covered by comprehensive insurance? (No is selected)
- List all household vehicles**: A table with columns Year, Make, Model, Dmg Lvl, Liab., and Reg. Below the table are buttons for Add, Edit, and Delete.
- Special Conditions**: A text input field with 'None' and a 'Determine' button.
- Habitability Compromised**: A 'Yes' button and a 'Determine' button.
- Relocation Needed**: A 'Yes' button and a 'Determine' button.
- Goodbye Checklist**: An 'Open' button.



## Wrap Up screen

**Wrap Up – Vehicle Damage:** Record the following: Year Make Model Tap level of damage  
**Not Available/Not Verified** - The damaged vehicle is not at the home, is in the shop, was swept down the river and is no longer present, or is otherwise not available for assessment of the damages. Use this option when unable to verify the applicant's claim of damages. There is a required comment on why the vehicle is unavailable / not verified and what level of damage the applicant is claiming.  
**Repairable** - The vehicle sustained damage that affects operation. Examples: broken windshield or window glass, mirror, or headlight assembly, minor mechanical repairs to brakes. Cosmetic damages (minor dents, scratches, and similar low levels of damage) do not apply here as the vehicle would still be drivable  
**Destroyed** - The vehicle has been totaled. Examples: flood waters over the engine, major body damage, crushed by a falling tree, completely burned.

## Wrap Up screen

Wrap Up – Vehicle Damage:Level of Damage – Not Available/Not VerifiedAnswer;Cause of Damage – Select CODRegistered - Tap Yes if it is registered (current at time of disaster) and the registration has been viewed. Otherwise tap No.Liability insurance (Yes or No).Liability Insurance Policy viewed (Yes or No). Then tap submit. The program will prompt a comment for Not Available/Not Verified.

Wrap Up - Vehicle Damage

Year  Year Make  Make Model  Model

**Level of Damage** ?

**Cause of Damage** ?

**Registered** ?

**Liability Insurance**

**Liability Insurance Policy Viewed** ?

✕ Cancel ✓ Submit

# Wrap Up screen

Wrap Up – Vehicle Damage:Level of Damage – RepairableAnswer;Type of Damage – Select one of the choices. If Other is selected make a comment.Cause of Damage – Select CODRegistered - Tap Yes if it is registered (current at time of disaster) and the registration has been viewed. Otherwise tap No.Liability insurance (Yes or No).Liability Insurance Policy viewed (Yes or No). Then tap Submit.

Wrap Up - Vehicle Damage

Year 2000 Make FORD Model ESCAPE

**Level of Damage ?**

- Not Available/ Not Verified
- Repairable**
- Destroyed

**Type of Damage ?**

- BROKEN WINDSHIELD
- SIGNAL/ BRAKE/HEAD LIGHTS
- OTHER

**Cause of Damage ?**

- Earthquake
- Fire
- Flood**
- Hail/Rain/ Wind Driven Rain
- Ice/Snow
- Other
- Power Surge/ Lightning
- Seepage
- Sewer Backup
- Tornado/ Wind

**Registered ?**

- Yes**
- No

**Liability Insurance**

- Yes**
- No

**Liability Insurance Policy Viewed ?**

- Yes**
- No

Cancel Submit

# Wrap Up screen

Wrap Up – Vehicle Damage: Level of Damage – Destroyed Answer; Type of Damage – Select one of the choices. If Other is selected make a comment. Cause of Damage – Select COD Registered - Tap Yes if it is registered (current at time of disaster) and the registration has been viewed. Otherwise tap No. Liability insurance (Yes or No). Liability Insurance Policy viewed (Yes or No). Then tap Submit.

The screenshot shows a mobile application interface titled "Wrap Up - Vehicle Damage". At the top, there are input fields for "Year" (2000), "Make" (FORD), and "Model" (ESCAPE). Below these are four main sections, each with a question mark icon:

- Level of Damage ?**: Contains three buttons: "Not Available/ Not Verified", "Repairable", and "Destroyed" (which is highlighted with a green checkmark).
- Type of Damage ?**: Contains three buttons: "WATER OVER ENGINE", "MAJOR BODY DAMAGE", and "OTHER".
- Cause of Damage ?**: Contains a grid of buttons: "Earthquake", "Fire", "Flood" (highlighted with a green checkmark), "Hail/Rain/ Wind Driven Rain", "Ice/Snow", "Other", "Power Surge/ Lightning", "Seepage", "Sewer Backup", and "Tornado/ Wind".
- Registered ?**: Contains two buttons: "Yes" (highlighted with a green checkmark) and "No".
- Liability Insurance**: Contains two buttons: "Yes" (highlighted with a green checkmark) and "No".
- Liability Insurance Policy Viewed ?**: Contains two buttons: "Yes" (highlighted with a green checkmark) and "No".

At the bottom of the screen, there are two buttons: "Cancel" (with a close icon) and "Submit" (with a checkmark icon).

# Wrap Up screen

Vehicle Damage: Continue the same process for adding/editing all vehicles owned by the household. When done entering the vehicles, continue to the Goodbye Checklist. Tap the Goodbye Checklist button.

Wrap Up PINO, HARVEY / 15-0377103

**Size of Home** ?

+ + + + +  
 0 1 2 0 0 CLEAR SF  
 - - - - -

**Special Conditions** ? Determine

None

**Vehicle Damage** ?

Were all household vehicles made undrivable due to the disaster?

Are any household vehicles covered by comprehensive insurance?

List all household vehicles

Year	Make	Model	Dmg Lvl	Liab.	Reg.
2000	FORD	ESCAPE	Destroyed	Yes	Yes

+ Add  
 Edit  
 Delete

**Habitability Compromised** ?

Yes

Determine

**Relocation Needed** ?

Yes

Determine

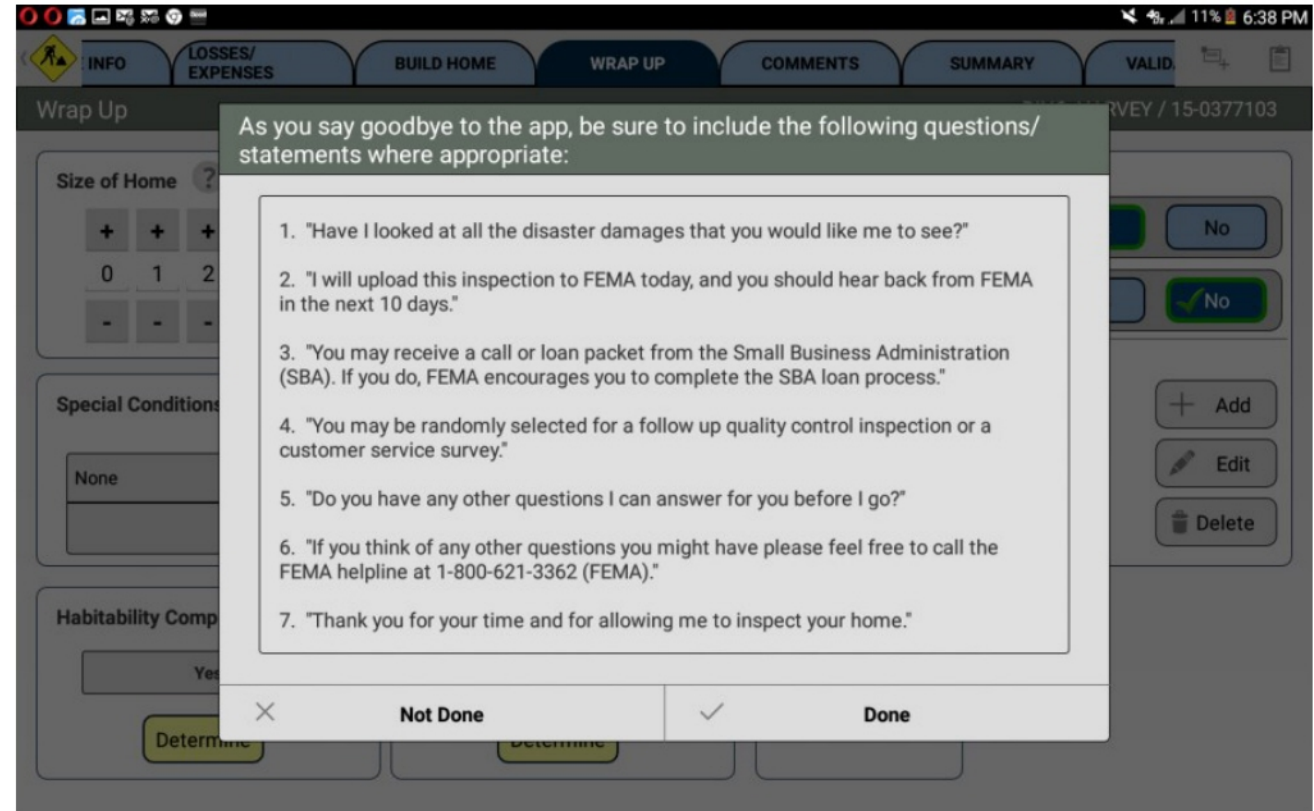
**Goodbye Checklist**

Open



# Wrap Up screen

Good bye ChecklistGo through the statements and address as appropriate for the applicant. Tap done.



# Skills Check

October 26, 2018

# Comments Tab

Set the Flag for Review to Yes. Add an inspector comment to clarify entries as needed and include your inspector number (Your F-number; i.e. F123). It is best to keep your comments short and to point. Records are available to the public. Be mindful that any comments recorded may be seen by persons outside of FEMA.

Comments PINO, HARVEY / 15-0377103

Common Reasons to Comment Common Reasons to Flag Inspection Common Abbreviations

Flag for Review Yes No

Comment	Date	Source
Viewed receipt for Humidifier, post incident= 09/21/2017.	09/21/2017 03:05 PM	FIELD
Vehicle Not Available= at repair shop	09/21/2017 06:29 PM	FIELD

+ Add Comment

Edit

Delete

# Summary Tab

This tab provides a detailed list of all line items recorded in the inspection. Review each summary;Furnishings SummaryAppliances SummaryStructure SummaryCheck to make sure items recorded and Cause of Damage makes sense. For example, a hurricane should not have items with a cause of damage Ice / snow. If this does happen tap the item to highlight and then tap edit.

**Summary** PINO, HARVEY / 15-0377103

Furnishings Summary Appliances Summary Structure Summary **See All Summaries**

**Furnishings Summary - All** Edit

Floor	Room	Damage Level	Cause of Damage	Verification Type
Basement	Basement	None Affected	Flood	Viewed
First Floor	Bathroom	Clean or Fix By Pro	Flood	Viewed
First Floor	Dining Room	None Affected	Flood	Viewed
First Floor	Exterior	None Affected	Flood	Viewed
First Floor	Kitchen	Clean or Fix By Pro	Flood	Viewed
Second Floor	Bedroom	None Affected	Flood	Viewed

**Appliances Summary - All** Edit

Item	Qty	Damage Level	Cause of Damage	Verification Type
Telephone	1	Not Affected	Flood	Viewed
Twin Bed	1	Not Affected	Flood	Viewed
Television	2	Not Affected	Flood	Viewed
Electric Fan	1	Not Affected	Flood	Viewed
Refrigerator	1	Repair	Flood	Viewed
Range	1	Repair	Flood	Viewed

**House-Single/Duplex**  
 Water Level: First Floor - 2' 0"

**Rooms**  
**View All**

**Second Floor**

Bedroom Bedroom

**First Floor**

Exterior Kitchen

Dining Room Bathroom

**Basement**

Basement

# Summary Tab

Once the line is highlighted then the edit function becomes active. Tap edit and make changes as needed. The summaries cover furnishings, appliances, and structure line items.

Summary

PINO, HARVEY / 15-0377103

Furnishings Summary - All

Floor	Room	Damage Level	Cause of Damage	Verification Type
Basement	Basement	None Affected	Flood	Viewed
First Floor	Bathroom	Clean or Fix By Pro	Flood	Viewed
First Floor	Dining Room	None Affected	Flood	Viewed
First Floor	Exterior	None Affected	Flood	Viewed
First Floor	Kitchen	Clean or Fix By Pro	Flood	Viewed
Second Floor	Bedroom	None Affected	Flood	Viewed

Appliances Summary - All

Item	Qty	Damage Level	Cause of Damage	Verification Type
Telephone	1	Not Affected	Flood	Viewed
Twin Bed	1	Not Affected	Flood	Viewed
Television	2	Not Affected	Flood	Viewed
Electric Fan	1	Not Affected	Flood	Viewed
Refrigerator	1	Repair	Flood	Viewed
Range	1	Repair	Flood	Viewed

House-Single/Duplex

Water Level: First Floor - 2' 0"

Rooms

View All

Second Floor

Bedroom Bedroom

First Floor

Exterior Kitchen

Dining Room Bathroom

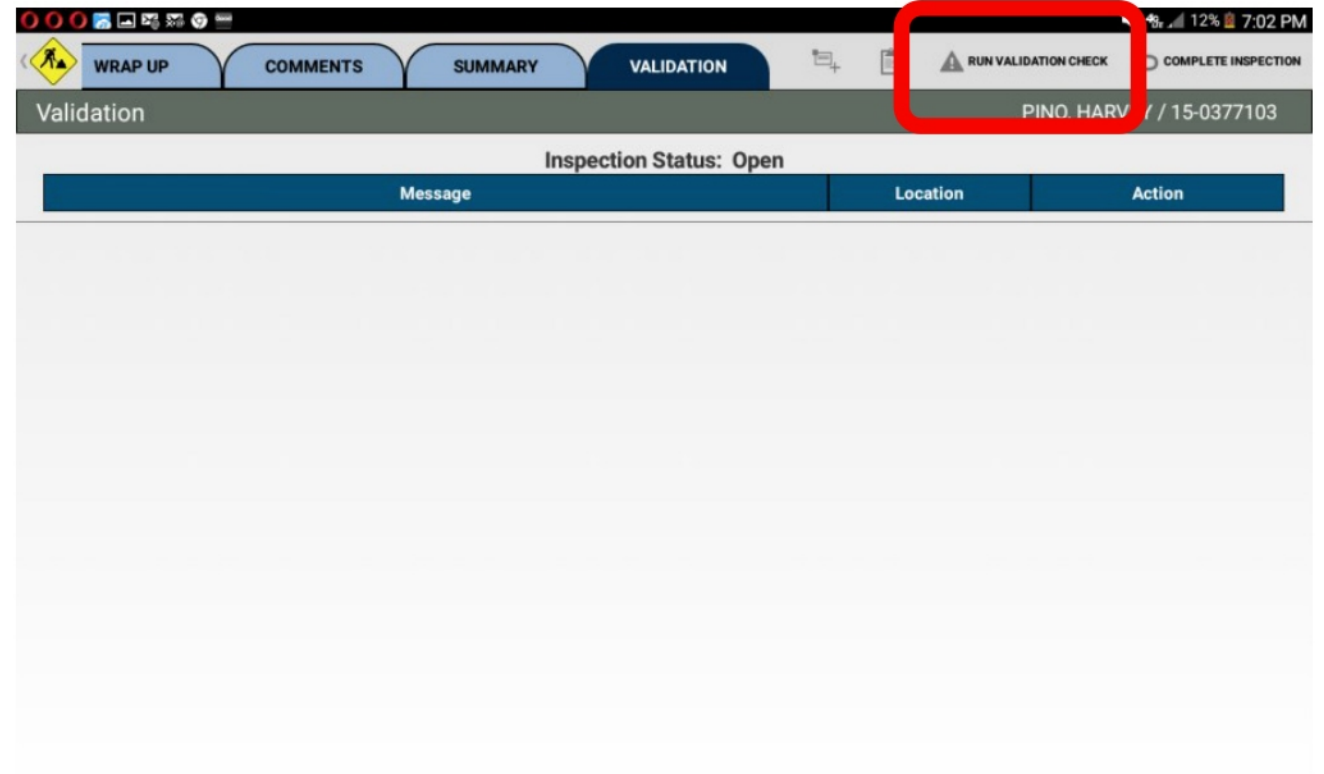
Basement

Basement



# Validation Tab

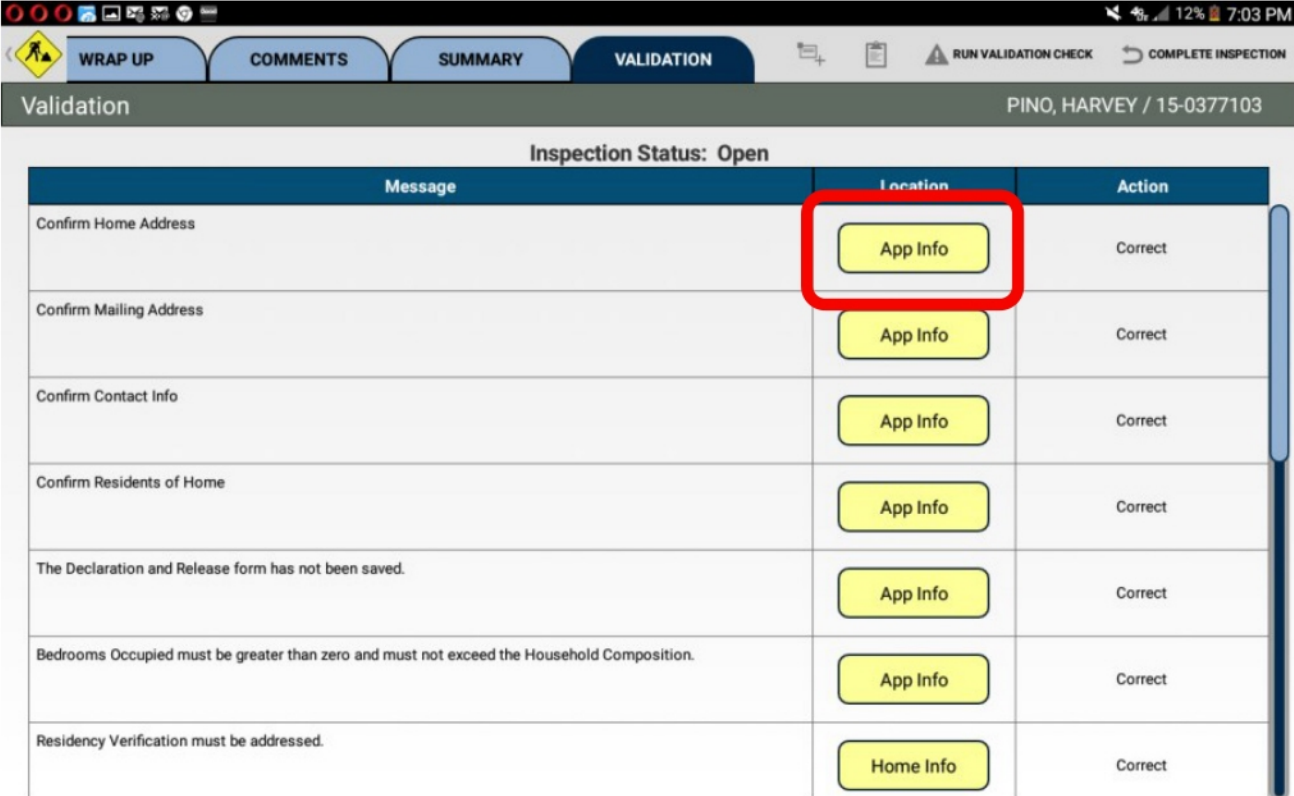
Tap Run Validation Check



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# Validation Check

If a validation edit check is found, it will populate on the screen. To correct an error you can navigate to the screen or tap the yellow Location button to jump to the tab. Tap the App Info button. This automatically takes you back to the App Info tab in the inspection to address the item.



Inspection Status: Open		
Message	Location	Action
Confirm Home Address	App Info	Correct
Confirm Mailing Address	App Info	Correct
Confirm Contact Info	App Info	Correct
Confirm Residents of Home	App Info	Correct
The Declaration and Release form has not been saved.	App Info	Correct
Bedrooms Occupied must be greater than zero and must not exceed the Household Composition.	App Info	Correct
Residency Verification must be addressed.	Home Info	Correct

# Validation Check

Note Items were not confirmed. Confirm items. Return to the Validation tab and run the validation check again.

The screenshot shows a mobile application interface with a top navigation bar containing tabs: APP INFO, HOME INFO, LOSSES/EXPENSES, BUILD HOME, WRAP UP, and COMMENTS. The 'APP INFO' tab is selected. Below the navigation bar, the header reads 'App Info' and 'PINO, HARVEY / 15-0377103'. The main content area is divided into several sections, each with a question mark icon and a 'Confirm' checkbox.

**Home Address** ? ☐ Confirm  
5120114623 LOWER GAINESVILLE RD  
KETTLE RIVER, MN 55757  
Carlton

**Mailing Address** ? ☐ Confirm  
5120114623 LOWER GAINESVILLE RD  
KETTLE RIVER, MN 55757

**Contact Info** ? ☐ Confirm  
Damaged Phone (315) 037-7103  
Current Phone (315) 037-7103  
Cell Phone  
Alternate Phone  
E-mail Address

**Inspection Type** ?

**Residents of Home** ? ☐ Confirm

Name	Relationship	Date of Birth
PINO, HARVEY	Registrant	3/18/1942

**Household Comp.** ?  1

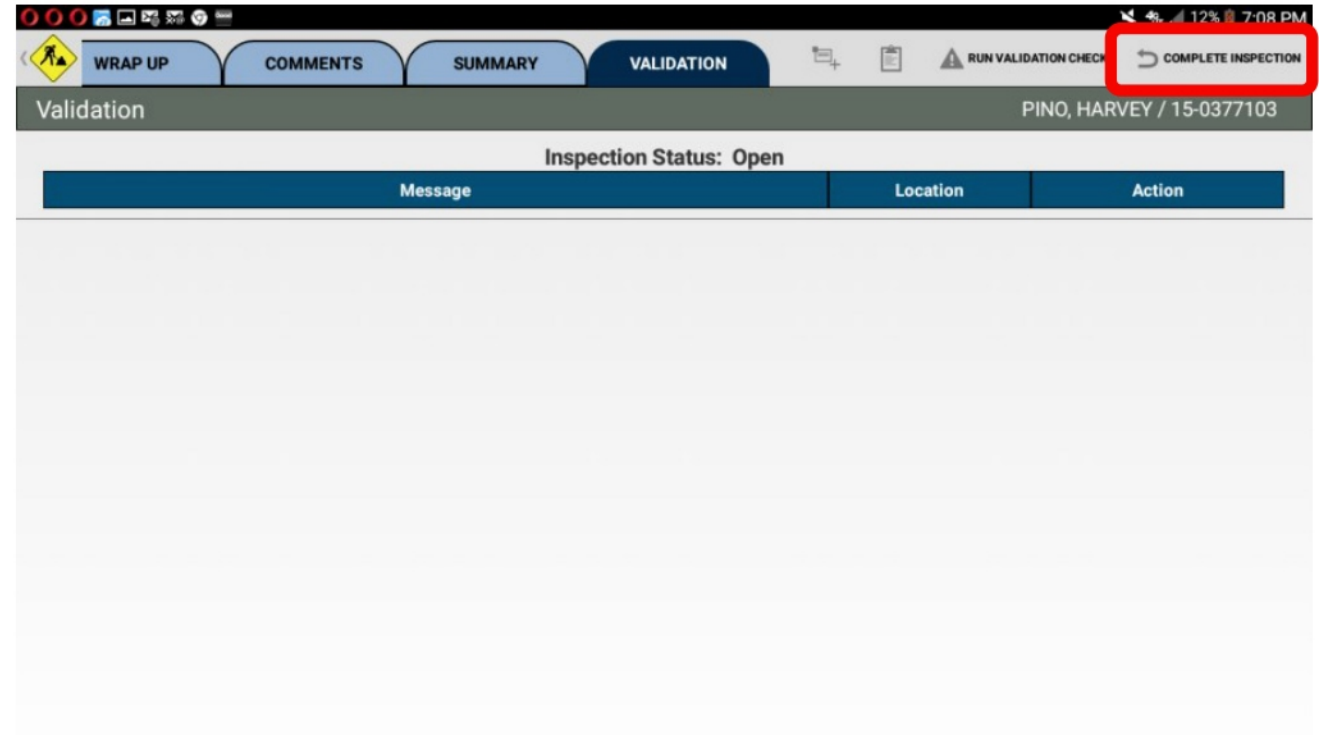
**Bedroom(s) Occ.** ?  0

**Declaration and Release** ?

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## Validation screen

Continue to tap the Run Validation Check and correct any errors until there are no validation items that need to be addressed. Then tap Complete Inspection to close the inspection and send it to the Outbox, ready for communication.



# Complete Inspection

The screenshot shows a mobile application interface for inspection validation. At the top, there is a status bar with various icons and the time 7:09 PM. Below the status bar is a navigation bar with four tabs: WRAP UP, COMMENTS, SUMMARY, and VALIDATION. The VALIDATION tab is currently selected. To the right of the tabs are two buttons: RUN VALIDATION CHECK and COMPLETE INSPECTION. Below the navigation bar is a header section with the text "Validation" on the left and "PINO, HARVEY / 15-0377103" on the right. Below the header is a table with the title "Inspection Status: Open". The table has three columns: Message, Location, and Action. The table is currently empty. In the center of the screen, there is a modal dialog box titled "Return Inspection". The dialog box contains the text "Return inspection as complete?" and two buttons: No and Yes.

Message	Location	Action
---------	----------	--------

### Return Inspection

Return inspection as complete?

No Yes

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# Complete Inspection

Click OK.

The screenshot shows a mobile application interface with a top navigation bar containing three tabs: 'INSPECTIONS', 'OUTBOX', and 'ARCHIVED'. The 'OUTBOX' tab is currently selected. Below the navigation bar, there is a table with the following columns: DR, Applicant, Street Address, City, State, Zip, County, Reg ID, Status, Reason, Type, Age (days), and Insp #. The table contains one row of data.

DR	Applicant	Street Address	City	State	Zip	County	Reg ID	Status	Reason	Type	Age (days)	Insp #
1494	PINO, HARVEY	5120114623 LOWER GAINESVILLE RD	KETTLE RIVER	Minnesota	55757	Carlton	15-0377103	Ready to Send	Initial	Standard	975	

Below the table, there is a confirmation alert box with the title 'Alert' and the message: 'This inspection is complete and is in the Outbox ready for communication.' An 'OK' button is located at the bottom of the alert box.

At the bottom of the screen, there is a 'Quick Info:' section with the following fields:

- Insp #:
- Home Address:
- County:
- Relation to Home:
- Insurance:
- FEMA Notes:
- Damaged Phone:
- Current Phone:
- Cell Phone:
- Alternate Phone:
- Email:

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# Outbox

Inspection is ready to upload. If you realize that a change is needed tap on the inspection and then tap Unlock. The inspection will go back to the Inspections tab. There it can be opened and edits can be made. It can be completed in the same manner by running the validation checks and making it complete which will send it back to the outbox.

The screenshot shows a mobile application interface with a top navigation bar containing three tabs: 'INSPECTIONS', 'OUTBOX', and 'ARCHIVED'. The 'OUTBOX' tab is selected. To the right of the tabs is a red rectangle highlighting an 'UNLOCK' button. Below the tabs is a table of inspection records. The table has columns: DR, Applicant, Street Address, City, State, Zip, County, Reg ID, Status, Reason, Type, Age (days), and Insp #. The first row of data is: 1494, PINO, HARVEY, 5120114623 LOWER GAINESVILLE RD, KETTLE RIVER, Minneso ta, 55757, Carlton, 15-0377103, Ready to Send, Initial, Standard, 975, and Insp #.

DR	Applicant	Street Address	City	State	Zip	County	Reg ID	Status	Reason	Type	Age (days)	Insp #
1494	PINO, HARVEY	5120114623 LOWER GAINESVILLE RD	KETTLE RIVER	Minneso ta	55757	Carlton	15-0377103	Ready to Send	Initial	Standard	975	

Below the table is a 'Quick Info' section with the following details:

Quick Info:		15-0377103	PINO, HARVEY
Insp #:	1027337	Relation to Home:	FEMA Notes:
Home Address:	5120114623 LOWER GAINESVILLE RD KETTLE RIVER, MN	Owner/Rent Free	None
County:	Carlton	Insurance:	Damaged Phone: (315) 037-7103
		No RP or PP Insurance	Current Phone: (315) 037-7103
			Cell Phone:
			Alternate Phone:
			Email:

# Outbox

To upload the inspections in the Outbox back to FEMA, tap Communicate. You may need to be connected to the internet/Wi-Fi, or hotspot from phone. When successfully communicated, you will receive a pop-up that shows the total inspections downloaded and total uploaded. The Outbox screen will be blank again.

DR	Applicant	Street Address	City	State	Zip	County	Reg ID	Status	Reason	Type	Age (days)	Insp #
1494	PINO, HARVEY	5120114623 LOWER GAINESVILLE RD	KETTLE RIVER	Minneso ta	55757	Carlton	15-0377103	Ready to Send	Initial	Standard	975	

**Quick Info:**

Insp #:	Relation to Home:	FEMA Notes:	Damaged Phone:
Home Address:			Current Phone:
County:	Insurance:		Cell Phone:
			Alternate Phone:
			Email:

# Skills Check

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# Completes the Standard Inspection Slides

- Questions ?



# Other Types of Inspection

# Conflict of Interest

In order to avoid any real or perceived conflict of interest issues, you may not perform an inspection on any relatives, friends, or business associates. This situation doesn't come up very often, but when it does, the inspection must be returned and re-assigned to another inspector. If there is a conflict of interest, return the inspection without contacting the applicant. If you realize that you know the applicant after you've contacted him/her, explain the FEMA policy regarding conflict of interest, and explain that a different inspector will be in contact with him/her soon. Requires a comment when Next is tapped.

The screenshot shows a mobile application interface with a 'Change Inspection Type' dialog box. The dialog has a list of inspection types on the left and a detailed view on the right. The 'Conflict of Interest' option is selected and highlighted in blue. The right pane, titled 'Conflict of Interest - How To', provides instructions on how to handle a conflict of interest, including a warning that the inspection must be returned and re-assigned, and a list of steps to follow if a conflict is determined.

Change Inspection Type	Conflict of Interest - How To
Standard	<p>In order to avoid any real or perceived conflict of interest issues, you may not perform an inspection on any relatives, friends, or business associates. This situation doesn't come up very often, but when it does, the inspection must be returned and re-assigned to another inspector.</p> <p>If there is a conflict of interest, return the inspection without contacting the applicant. If you realize that you know the applicant after you've contacted him/her, explain the FEMA policy regarding conflict of interest, and explain that a different inspector will be in contact with him/her soon. <b>Be sure to notify your inspection company's point of contact about the conflict of interest.</b></p> <p><b>If you determine that performing this inspection is a conflict of interest:</b></p> <ol style="list-style-type: none"><li>1. Tap <i>Next</i> for <i>Conflict of Interest</i>. An Auto-comment will be posted. Explain the conflict in the comment.</li><li>2. The <i>Status</i> of the inspection will automatically be changed to <i>Ready to Send</i> and sent to the Outbox.</li></ol>
<b>Conflict of Interest</b>	
Inaccessible	
Not Primary Residence	
Outside Incident Period	
Unable to Contact	
Undeclared Area	
Vehicle Only	
Withdraw	

At the bottom of the dialog, there are two buttons: 'Cancel' (with a close icon) and 'Next' (with a checkmark icon).

# Conflict of interest

Comment about conflict of interest. Once comment is entered tap submit. Inspection automatically routes to the Outbox for upload to FEMA.

Change Inspection Type ?

Add auto comments and details:

Please reassign to another inspector=Conflict of Interest=

applicant is business partner

Back Submit

App Info

Home Address

105448 BAYBER  
ASHBURN, VA 2  
Loudoun

Mailing Address

105448 BAYBER  
ASHBURN, VA 2

Contact Info ?

Damaged Phone

Current Phone

Cell Phone

Alternate Phone

E-mail Address

Confirm

2

CLEAR

Sign

# Inaccessible

An inaccessible home is one that cannot be accessed safely using traditional or alternate routes to confirm home, private road or bridge damages. Common causes of inaccessibility are standing water, damages, or closures of public roads and or bridges. Private road and bridge damages will be recorded to make the home accessible. Instruction: Select the following scenario that best describes the situation. 1) The user can't get to the home due to damage to public road or bridge, public road or bridge closure, or standing water. Schedule an appointment with the applicant at the obstruction (Ex: at the damaged road). Ask the applicant to bring documents to verify ownership (if owner) and residency. Verify the Residents List and collect Household Comp and Bedrooms Occupied totals. Record any Losses & Expense for Medical, Dental, or Funeral. Ask the Relocation question. Take photo(s) of the obstruction 2) The user can't get to the home due to damages to a private road or bridge. Note: Damage to private road and bridges is not an inaccessible inspection. Selecting this option will take you back to the Standard inspection type. Record road and bridge damages to make the home accessible.

**Change Inspection Type** ?

Standard	<b>Inaccessible - How To</b>  An <i>Inaccessible</i> home is one where you cannot get to it safely or feasibly and you are unable to address damages to the home, private road, or private bridge.  Select the Scenario that best describes the situation.  <input type="radio"/> 1. You can't get to the home due to damage to public road or bridge, public road or bridge closure, or standing water. ?  <input type="radio"/> 2. You can't get to the home due to damages to a private road or bridge. ?
Conflict of Interest	
<b>Inaccessible</b>	
Not Primary Residence	
Outside Incident Period	
Unable to Contact	
Undeclared Area	
Vehicle Only	
Withdraw	

Cancel Submit

# Not Primary Residence

Not Primary Residence (NPR) refers to a structure where the applicant resides less than half the year. Typical NPRs are vacation homes, rental properties, or businesses. NPRs are not eligible for FEMA grant assistance, although they may be eligible for Small Business Administration (SBA) low-interest loans.

**Change Inspection Type** ?

- Standard
- Conflict of Interest
- Inaccessible
- Not Primary Residence**
- Outside Incident Period
- Unable to Contact
- Undeclared Area
- Vehicle Only
- Withdraw

**Not Primary Residence - How To**

*Not Primary Residence (NPR)* refers to a structure where the applicant resides less than half the year. Typical NPRs are vacation homes, rental properties, or businesses. NPRs are not eligible for FEMA grant assistance, although they may be eligible for Small Business Administration (SBA) low-interest loans. Read the scenarios below and follow the guidance accordingly.

Select the scenario that best describes the situation.

- ☐ 1. The applicant states the home is not the primary residence and the actual primary residence suffered no damage. ?
- ☐ 2. The applicant states that the home is not the primary residence, the actual primary residence did suffer damage, and the applicant has NOT yet applied for their primary residence. ?
- ☐ 3. The applicant states that the home is not the primary residence, the actual primary residence did suffer damage, and the applicant HAS applied for their primary residence. ?
- ☐ 4. The applicant states the home is the primary residence but there is evidence to the contrary. ?
- ☐ 5. The applicant states an intent to occupy, they did not live in the home but were in the process of moving in and living elsewhere temporarily. ?

Cancel Submit



Scenario 1 = The applicant states the home is not the primary residence and the actual primary residence suffered no damage

This is the most common type of NPR. If this is determined over the phone, you do not need to visit the home. Complete the fields displayed on the pad to include the Losses and Expenses tab, the Vehicle Damage and Good Bye Checklist on the Wrap Up screen.

The screenshot shows a mobile application interface with a status bar at the top displaying signal strength, Wi-Fi, 59% battery, and the time 11:00 AM. The app has a dark theme. A modal window titled 'Change Inspection Type' is open, featuring a list of inspection types on the left and a detailed selection screen on the right. The 'Not Primary Residence' option is highlighted in blue in the list. The right panel, titled 'Not Primary Residence - How To', contains explanatory text about NPRs and a list of five scenarios with radio button selection options. At the bottom of the modal are 'Cancel' and 'Submit' buttons.

**Change Inspection Type**

- Standard
- Conflict of Interest
- Inaccessible
- Not Primary Residence**
- Outside Incident Period
- Unable to Contact
- Undeclared Area
- Vehicle Only
- Withdraw

**Not Primary Residence - How To**

Not Primary Residence (NPR) refers to a structure where the applicant resides less than half the year. Typical NPRs are vacation homes, rental properties, or businesses. NPRs are not eligible for FEMA grant assistance, although they may be eligible for Small Business Administration (SBA) low-interest loans. Read the scenarios below and follow the guidance accordingly.

Select the scenario that best describes the situation.

- ☐ 1. The applicant states the home is not the primary residence and the actual primary residence suffered no damage.
- ☐ 2. The applicant states that the home is not the primary residence, the actual primary residence did suffer damage, and the applicant has NOT yet applied for their primary residence.
- ☐ 3. The applicant states that the home is not the primary residence, the actual primary residence did suffer damage, and the applicant HAS applied for their primary residence.
- ☐ 4. The applicant states the home is the primary residence but there is evidence to the contrary.
- ☐ 5. The applicant states an intent to occupy, they did not live in the home but were in the process of moving in and living elsewhere temporarily.

Cancel Submit

## Scenario one

Tap Okay and address. Complete the fields displayed on the pad to include the Losses and Expenses tab, the Vehicle Damage and Good Bye Checklist on the Wrap Up screen. A signature is not required. Go through each tab and address the each section.

Not Primary Residence (NPR) refers to a structure where the applicant resides less than 12 months per year. NPRs are vacation homes, rental properties, or businesses. NPRs are not eligible for Small Business Administration (SBA) low-interest loans, although they may be eligible for SBA low-interest loans through other programs. See the guidance below and follow the guidance accordingly.

Select the scenario that best describes the situation.

**Not Primary Residence Scenario 1**

This is the most common type of NPR. If this is determined over the phone, you do not need to visit the home. Complete the fields displayed on the pad to include the Losses and Expenses tab, the Vehicle Damage and Good Bye Checklist on the Wrap Up screen.

OK

☐ 4. The applicant states the home is the primary residence but there is evidence to the contrary.

☐ 5. The applicant states an intent to occupy, they did not live in the home but...

# Completes the Other types of Inspection Slides

- Questions ?