

ROOF DAMAGE REPORT

Short, specific and easy to verify. Someone who was not on the roof should understand what you found and where.

Job details

Property address _____

Date of inspection _____ Inspector name _____

Client name _____

Carrier _____ Claim number _____

Date of loss _____

Fill in carrier, claim number and date of loss only if applicable.

Roof summary

Roof type and material _____

Approximate age (if known) _____ Number of layers _____

Number of slopes _____ Pitch _____

General condition (one or two sentences) _____

Findings

Sample finding (fictional): Finding 3. Rear slope, along the eave. Four sheets of roof decking were soft and deteriorated when walked, found after removing existing shingles and underlayment. Approximately 128 square feet affected. Photos 14 to 19. The condition was not visible from the surface before tear-off. Order: location, observation, quantity, photo reference, then a factual note. Do not guess at cause or argue about coverage.

Finding no. 1 _____ Roof area or slope _____

What was observed _____

Measurement or count _____ Photo numbers _____

Why it matters (state it factually) _____

Finding no. 2 _____ Roof area or slope _____

What was observed _____

Measurement or count _____ Photo numbers _____

Why it matters (state it factually) _____

Finding no. 3

Roof area or slope

What was observed

Photo numbers

Measurement or count

Why it matters (state it factually)

Copy the block for each additional finding.

Recommendations

Tie each recommendation to a numbered finding. Example: Replace damaged decking, rear slope, 128 square feet (Finding 3). Do not recommend work you cannot point to a finding for, and separate what is clearly needed from what is optional.

Photo index

Photo #	Roof area	Short description

Photos to take before anything is removed

- ☐ The house from four sides
- ☐ Every slope, from a distance and up close
- ☐ Pitch, with a gauge or level in the frame
- ☐ Existing flashing, vents, drip edge and ridge
- ☐ Visible damage such as impacts, lifted shingles or granule loss
- ☐ A tape measure or marked area in the frame for scale

Attachments

- ☐ Aerial or manual measurement report
- ☐ Estimate
- ☐ Invoices or other supporting documents

General guidance, not legal advice. Add whatever your carrier, client or jurisdiction requires.