

ROOFING SUPPLEMENT REQUEST

A five-part package: cover page, findings summary, findings with photos, line items, and sign-off. Send it as one PDF.

1. Cover page

Put these on the first page so the adjuster can match the document to the claim. A missing claim number is a common reason a package gets misfiled or delayed.

Project name	Property address
Policy holder name	Claim number
Carrier	Adjuster name
Adjuster email	Adjuster phone
Date of loss	Date of tear-off
Date documented	
Your company name	Contact person
Contact phone	Contact email

2. Findings summary

A short numbered list of each item and where it is.

#	Component and location	Quantity requested	Photos

3. Findings, one block each

Keep wording neutral and factual. Avoid guessing at causes you cannot prove. Example: Decking, front slope eave. Three sheets of OSB soft and deteriorated from moisture. Found during tear-off. Cannot hold fasteners. Replace three sheets. Photos 4, 5, 6.

Finding 1: component _____

Location (for example front slope eave) _____

Condition (one or two plain sentences) _____

When found _____

Why it matters _____

Needed (repair and quantity) _____

Photo numbers _____

Finding 2: component _____

Location (for example front slope eave) _____

Condition (one or two plain sentences) _____

When found _____

Why it matters _____

Needed (repair and quantity) _____

Photo numbers _____

Copy the block above for each additional finding. Put each narrative beside its photos.

4. Line items

Use the format your adjuster uses and the unit prices from the price list on the claim. Show how you got each quantity, for example 12 ft x 8 ft = 96 sq ft. If you build estimates in Xactimate, mirror its item names.

Item description	Quantity	Unit	Unit price	Total

Item description	Quantity	Unit	Unit price	Total

5. Sign-off and contact

This supplement documentation was prepared based on concealed conditions discovered during tear-off operations and represents findings not visible during the initial inspection. (Edit this statement so it matches what is true for the job.)

Prepared by _____ Date _____

Phone _____ Email _____

Before you send

- ☐ Claim number is on the cover page and in the email subject line
- ☐ Subject line includes the claim number and the words supplement request
- ☐ Email body lists the number of findings, the total requested and what is attached
- ☐ Every finding has a location, a quantity and photo numbers
- ☐ Sent as a single PDF so nothing gets separated
- ☐ Follow-up note scheduled in writing a few days later

This template is a starting point, not legal advice. Your carrier may require its own forms. Adjust it to your carrier's requests and your state's rules.