



**New Assignments – Please fill out this form completely and email it directly to: [CLAIMS@PCS-FL.com](mailto:CLAIMS@PCS-FL.com)**

**OWNER INFORMATION**

Name: \_\_\_\_\_  
 Loss Address: \_\_\_\_\_  
 Claim Number: \_\_\_\_\_  
 Date of Loss: \_\_\_\_\_  
 Type of Loss: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

**REPRESENTED CLAIMS** (PA or Attorney info if applicable)

Company: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

**CLIENT INFORMATION** Who is requesting our services?

Company: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

**Services Requested**

*(Please see page 2 for description of services)*

<input type="checkbox"/>	Roof-Only Summary Inspection	\$175/hour* (\$875 min)
<input type="checkbox"/>	Detailed Loss Inspection - All Perils (Roof / Interior / Exterior)	\$215/hour (\$1,075 min)
<input type="checkbox"/>	Desk Review	\$225/hour (\$450 min)
<input type="checkbox"/>	Estimate - Roof / Exterior / Interior	\$200/hour (\$200 min)
<input type="checkbox"/>	Estimate - 3 <sup>rd</sup> Party Roofing Company	\$275 (Flat Fee)
<input type="checkbox"/>	Tile Identification & Sourcing Report	\$175 (Flat Fee)
<input type="checkbox"/>	Tile Procurement w/ 90-Day Storage	\$55 per tile
<input type="checkbox"/>	Appraisal Services	See following page for rates

**Description of Assignment:**

*(Please outline any specific tasks that you would like included with the inspection & be as detailed as possible)*

*Additional fees added to inspection if applicable.*

2-Story Roof	+ \$100	Steep Slope (7/12-9/12)	+ \$100
Drone Aerial Imaging	+ \$250	Steep Slope (10/12-12/12)	+ \$200
Roof Measurements	+ \$60	Detach + Reset Tarp	+ \$2 per sf.

**\*Special requests for senior-level consultants (Building/Roofing license holders) will be invoiced at \$215/hour**

*Please include assignment details, relevant documents, and any other information that will be helpful to our consultant in the body of your email.*

## Description of Services

<b>Roof-Only Summary Inspection</b>	<ul style="list-style-type: none"> <li>• Roof inspection with comprehensive written report</li> <li>• Includes weather data for the reported DOL</li> <li>• Evaluation of reparability &amp; color match if applicable</li> <li>• Does NOT include an interior or attic inspection</li> <li>• Does NOT include a cause &amp; origin analysis of leaks / interior</li> </ul>
<b>Detailed Loss Inspection All Perils – Roof / Interior/ Exterior</b>	<ul style="list-style-type: none"> <li>• Complete property damage evaluation for all types of property claims (wind, hail, lightning, water, fire, vandalism, etc.)</li> <li>• Cause &amp; origin assessment of roof leaks if reported</li> <li>• Utilization of moisture meter and/or thermal imaging camera when applicable</li> <li>• Weather research including site-specific wind &amp; hail maps</li> <li>• Research and evaluation of historical aerial imagery</li> <li>• Evaluation for reparability &amp; color match if applicable</li> <li>• Findings can be provided with a written report and/or verbally</li> </ul>
<b>Desk Review</b>	<ul style="list-style-type: none"> <li>• Verbal analysis of photos, estimates, and/or inspection reports</li> </ul>
<b>Comparative Estimate (Roof / Interior / Exterior)</b>	<ul style="list-style-type: none"> <li>• Written in Xactimate by a certified estimating consultant</li> <li>• Estimates provided for all property claims (wind, hail, water, fire, etc.)</li> <li>• Cost of measurement report is added to invoice if roofing measurements are not provided by the client</li> </ul>
<b>3<sup>rd</sup> Party Roof-Only Estimate</b>	<ul style="list-style-type: none"> <li>• Actionable contract from reputable 3<sup>rd</sup> party roofing company (Provides real-world scope &amp; pricing)</li> <li>• Estimates provided for roof repairs and/or replacements accordingly</li> <li>• Cost of measurement report will be added to invoice if roofing measurements are not provided by the client</li> </ul>
<b>Tile Identification &amp; Sourcing Report</b>	<ul style="list-style-type: none"> <li>• Written report identifying manufacturer, color, and profile of roof tile with current availability through local sources</li> </ul>
<b>Appraisal Services</b> <i>Rates apply to single-family residential appraisals only. Please contact us for rates on commercial / multi-family appraisals.</i>	<ul style="list-style-type: none"> <li>• Central / North Florida - \$2,500</li> <li>• South Florida - \$3,500</li> <li>• Panhandle - \$4,500</li> </ul>