



**Claim Help Public Adjusting Group**  
"Advocates for the Policyholder"

(405) 630-7667

## Photo Tips

- Take photos of the exterior structure of your home or business.
- Take pictures of the contents (personal property) contained inside the structure.

## Photography Tips

- Take pictures using a high-resolution camera, video recorder, or cell phone. Transfer the images to a media suitable for storage.
- Take both wide angles pictures, and close ups.
- A family member in pictures can help verify ownership. It is helpful if your images are dated.
- Open doors and drawers. Take pictures so as to show contents (personal property) in rooms, closets, and drawers.
- When taking pictures of a shiny or reflective surface, hold camera at a 45° degree angle.
- Review your photos to make sure they are quality images.

## Other Ideas

If you have documentation of your property which is hand written, photograph it so as to have a duplicate copy saved as a digital file.

If your inventory was created digitally, print a hard copy and store in two separate locations.

## Storage

Documentation of a structure or contents should be stored in a safe location. Ideal locations are: safe deposit box, fireproof filing cabinet, a separate location, etc. It is also a good idea to secure digital media with an online storage service.

## Important Note

***If your policy, documentation, and photos can be destroyed during a catastrophe, it is not safe.***

### **Contact us:**

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