

## INSURANCE CLAIM CHECKS

We are so sorry to hear about the damage to your home and we want to expedite the process of handling your claim. The following procedures have been established by First Financial Bank, N.A. and will need to be followed to prevent any delays:

1. The insurance check must be endorsed by all payees stated on the front of the check. This must match the names on the Deed of Trust.
2. A copy of the documentation from your insurance company showing the losses and the amount given for each type of loss will need to be provided.
3. The Bank will hold a portion of the funds for completion of required repairs. You will need to provide the bid from your contractor or contractors breaking down the costs of repairs. The bank may determine to make the check out to the contractor upon completion.
4. The Bank may inspect the property during the process of repairs or upon completion. This will vary depending on the type and costs of the job.

Please do not hesitate to contact us at any point should you have questions or concerns regarding this information. You may call (409) 221-6105 (Southeast Region) or (936) 760-1888 (Conroe Region), or email one of the following:

### **Southeast Region:**

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### **Conroe Region:**

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