PREMIERE SUITES

Emergency Placement Checklist

All the essential information needed to arrange emergency housing for your policyholders.

1. Location

- [ ] Policyholder's address
- [ ] The area the household prefers, if any, such as near family, work or school
- [ ] Maximum commute the household would be comfortable with
- [ ] Areas they would like to avoid

2. Household Size

- [ ] Number of adults & children
- [ ] Ages of all children
- [ ] If anyone is joining part-time (i.e. caregiver, shared custody)
- [ ] Bedroom configuration

3. Pets

- [ ] Type and number of pets
- [ ] Size, weight and breed
- [ ] Vaccination & licensing records (if available)
- [ ] Whether animal is service/support

4. Accessibility

- [ ] Mobility needs, such as a wheelchair, walker or inability to climb stairs
- [ ] Medical equipment that requires space or special power arrangements
- [ ] Sensory or cognitive needs that affect the environment
- [ ] Bathroom requirements (i.e. grab bars)

5. Expected Length of Stay

- [ ] Estimate of the repair/rebuild timeline
- [ ] A realistic range, such as 3 - 6 months, rather than a single optimistic date
- [ ] Max. duration currently authorized

6. School & Work Needs

- [ ] Work locations and whether anyone works from home
- [ ] School names and/or any boundary requirements
- [ ] Workspace requirments
- [ ] Transportation needs (i.e. parking)

7. Claim Contact

- [ ] Adjuster's name, number and email
- [ ] Secondary contact for adjuster
- [ ] Claim number and policy number
- [ ] Billing contact (if different from adjuster)

8. Approval Process

- [ ] Confirmation that coverage applies and temporary housing is authorized
- [ ] The approved budget, such as a daily or monthly limit, and what it covers
- [ ] Who is authorized to approve changes
- [ ] Whether the provider should bill the carrier directly or the policyholder will be reimbursed

9. Extension Expectations

- [ ] The date the current authorization ends
- [ ] The process for requesting an extension and how much notice is required
- [ ] Who approves extensions, and how quickly they respond
- [ ] What documentation supports an extension, such as an updated contractor timeline