

WATER DAMAGE REPAIR AUTHORIZATION LETTER

Date: [Insert Date]

To:

[Contractor/Company Name]

[Company Address]

[City, State, Zip Code]

Property Subject to Repair:

[Full Property Address]

Subject: Authorization to Proceed with Water Damage Mitigation and Repairs

Dear [Contact Person Name],

I, [Your Name], the owner/authorized representative of the property located at the address mentioned above, hereby authorize [Contractor/Company Name] to perform the necessary water damage restoration, mitigation, and repair services.

The scope of work authorized includes, but is not limited to:

- Water extraction and structural drying.
- Dehumidification and moisture monitoring.
- Removal of damaged materials (drywall, flooring, insulation, etc.).
- Mold remediation and antimicrobial treatment (if applicable).
- Reconstruction and restoration of the affected areas.

Insurance Information:

Insurance Company: [Insurance Company Name]

Claim Number: [Claim Number, if available]

Adjuster Name: [Adjuster Name, if available]

Payment Terms:

I authorize my insurance company to pay [Contractor/Company Name] directly for services rendered. In the event that the insurance company sends payment to me, I agree to endorse and provide such payments to the contractor immediately. I understand that I am responsible for any deductible or costs not covered by my insurance policy.

This authorization is effective immediately. Please provide a detailed estimate and schedule before beginning any major reconstruction phases.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Phone Number]
[Your Email Address]