



## **Independent Adjusters Claims Processing Procedures**

When sending information to NCJUA-NCIUA, it is **critical** that the files are sent in the order listed below in order to handle claims most efficiently.

- 1. FIRST NOTICE OF LOSS (all pages)**
- 2. BILL FOR SERVICE**
- 3. ESTIMATE**
- 4. STATEMENT OF LOSS**
- 5. REPORT\***
- 6. PICTURES**
- 7. CORRESPONDENCE, RECEIPTS, ETC**

**\*If possible, please provide us with the location coordinates for the loss.**

Please submit all documentation through the NCJUA-NCIUA Vault.

**THANK YOU  
CLAIMS DEPARTMENT**