



1037 S McComas, Wichita, Kansas 67213 - 316.260.6400 - Fax 316.260.6414



**CUSTOMER / OWNER AUTHORIZATIONS TO THEIR INSURANCE AND/OR MORTGAGE COMPANYS**

**Customer Acknowledgement:** By completing the following, Customer (owner/s and/or their agents) acknowledges that they have read & understand the following approved Authorization, and that they intend for the applicable insurance and/or mortgage companies to comply with these authorizations.

Customer/Owner Name/s: \_\_\_\_\_ Phone # \_\_\_\_\_

Property Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

**INSURANCE AUTHORIZATION**

**1. Owner's Insurance Company:** \_\_\_\_\_ **Claim Number:** \_\_\_\_\_

**I / We (Owner/s and/or their agent/s)...**

1. Authorize all checks and/or insurance drafts be made payable to: Insured and Heartland Roof & Gutter.
2. Authorize our insurance company to discuss pricing and scope of work directly with Heartland Roof & Gutter (our contractor).

Owner and/or their Agent - Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Owner and/or their Agent - Approval: \_\_\_\_\_ Date: \_\_\_\_\_

**MORTGAGE AUTHORIZATION - ONLY APPLIES IF there is a mortgage on the property.**

**2. Owner/s - Mortgage Company/s:**

1st Mortgage Company: \_\_\_\_\_ 2nd Mortgage Co. \_\_\_\_\_

Loan Number: \_\_\_\_\_ Loan Number: \_\_\_\_\_

**I / We (Owner/s and/or their agent/s)...**

1. Authorize Mortgage Co. to speak directly with Heartland Roof & Gutter to facilitate draft processing requirments.
2. Authorize All funds distributions be made payable to: Customer AND Heartland Roof & Gutter.

Owner and/or their Agent - Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Owner and/or their Agent - Approval: \_\_\_\_\_ Date: \_\_\_\_\_

**This Authorization terminates upon completion of this insurance claim repairs account.**

**CUSTOMER / OWNER - DUTIES**

**Communications:** Please direct Mortgage & insurance communications to Heartland's office or your Project Rep promptly so that the efforts we are making to help with your claim and the funding processes will not be delayed.

**Receiving Funds:** Funds will typically be delivered directly to the property owner (or mortgagee) . Please notify and make arragements to deliver appropriate funds to Heartland as soon as funds are received.

Customer/Owner acknowledges that they are aware and responsible to cooperate fully with these duties.

***Thank You - Heartland Management.***