

New Roof Documentation Checklist

Keep these records together after a roof replacement. They can help your insurer update the roof year, evaluate an impact-resistant roofing credit, and confirm how the roof is covered.

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Gilded Oak

1. Contractor and completion records

- ☐ Final, itemized, paid contractor invoice
- ☐ Installation address and completion date
- ☐ Contract or detailed scope of work
- ☐ Contractor name and contact information
- ☐ Before-and-after photographs
- ☐ Workmanship and manufacturer warranties

2. Roofing product information

- ☐ Manufacturer and exact product line
- ☐ Roof covering material
- ☐ Product label or packaging photograph
- ☐ Impact-resistance test and classification
- ☐ TDI form PC068 or insurer-specific form, if applicable

3. Permit and property records

- ☐ Confirm whether the jurisdiction required a permit
- ☐ Issued reroof permit
- ☐ Approved final inspection or closeout record
- ☐ Contractor certification or inspection waiver, if used
- ☐ HOA or architectural approval, if applicable

4. Insurance update

- ☐ Send replacement records to the agent or insurer
- ☐ Confirm the recorded roof year and material
- ☐ Confirm any applied impact-resistant or roof credit
- ☐ Review the effective date of the update
- ☐ Save the updated declarations and endorsements

“Keep the contractor’s final invoice. Some insurance companies will not update their roof records without documentation showing that the replacement was completed.” | Luke Faulkner

Annual premium

Wind/hail deductible

Roof settlement method

Exclusions and endorsements

Recently replaced your roof?
gildedoakinsurance.com/roof-coverage-review-texas/

Call (214) 647-3547 | Text (469) 584-5093
Educational information only. Coverage is governed by the issued policy.