

Required Settlement Documentation

- Before scheduling a settlement appointment, please be sure that you have all the required documents, as listed below, so that you can email them at least 48 hours in advance of your settlement appointment to propertysettlementdocuments@globalrisksolutions.com:
- Please make sure the information you submit is legible. The desk adjusters need to be able to clearly read all the information on the page. **Illegible documents cannot be accepted.**

1. **Proof of Identification**

Only valid (non-expired) government issued photo identification will be accepted. Common forms of government issued IDs are: driver's license, TWIC card, Military ID, or passport.

Click [here](#) if you want to learn more about acceptable forms of identification.

Already have your ID? Click [here](#) if you need help on what to do next.

2. **Proof of ownership (Deed)**

Your deed, property tax records, mortgage documents, and/or business legal documents (such as when a property is owned by an LLC with multiple shareholders).

Click [here](#) if you want to learn more about where and how you can obtain this document and submit it for claims processing.

Already have your Deed? Click [here](#) if you need help on what to do next.

3. **Mortgage statement** (if applicable)

You will need to confirm that no liens exist on the subject property.

Click [here](#) if you want to learn more about where and how you can obtain this document and submit it for claims processing.

Already have your Mortgage Statement? Click [here](#) if you need help on what to do next.

4. **Homeowner's insurance policy**

Click [here](#) if you want to learn more about where and how you can obtain this document and submit it for claims processing.

Already have your Homeowner's insurance policy? Click [here](#) if you need help on what to do next.

Home Declarations Page (Dec Page)

What is a Home Declarations Page (Dec Page)?

A home declarations page is a summary of your home insurance policy. This document is typically one page in length and contains the names of those insured, what is covered, where the property is located (physical address), and the length of the policy term. It also lists deeds and/or lien holders.

Where do I find my Home Declarations Page?

You may already have a copy of your home declarations page if you have a copy of your home insurance policy. If not, you can obtain a copy of your home declarations page from your homeowners insurance provider. Please call your homeowners insurance provide and ask them to email or mail you a copy of your home declarations page. You should also be able to find this information if you have an on-line account with your provider.

I have a copy of my Home Declarations Page, now what?

Claimants have 2 options for document submission:

1. **Email** - If you have an on-line /phone appointment, then use your mobile device to take a picture of the declaration page, then email the picture to propertysettlementdocuments@globalriskssolutions.com. In the subject line include your Claim # followed by Home Declarations Page. Below is an example email.

To

P

propertysettlementdocuments@globalriskssolutions.com

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Claim # Home Declarations Page

2. **Via mail** - A copy of any document can be mailed to the address below. **Please include your claim number at the top of each document.**

Port Neches Claim Process
PO Box 540
Port Neches, TX 76651

Mortgage Statement

What is a Mortgage Statement?

A mortgage statement is a monthly bill provided to you by your lender each month. It details your loan balance and information about your mortgage. The mortgage statement is usually 1-2 pages in length and will verify any liens/deeds stated on the home declarations page.

Where do I find my Mortgage Statement?

You may already have a copy of your mortgage statement if you receive them in the mail each month. If not, you can obtain a copy of your mortgage statement from your mortgage lender. Please call your mortgage lender and ask them to email or mail you a copy of your most recent mortgage statement. You should also be able to find this information if you have an on-line account with your lender. Simply log into your account, find the most recent month's statement and print.

I have a copy of my Mortgage Statement, now what?

Claimants have 2 options for document submission:

1. **Email** - If you have an on-line /phone appointment, then use your mobile device to take a picture of the mortgage statement, then email the picture to propertysettlementdocuments@globalrisksolutions.com. In the subject line include your Claim # followed by Mortgage Statement. Below is an example email.

To propertysettlementdocuments@globalrisksolutions.com

Claim # Mortgage Statement

2. **Via mail** - A copy of any document can be mailed to the address below. **Please include your claim number at the top of each document.**

Port Neches Claim Process
PO Box 540
Port Neches, TX 76651

Deed

What is a Deed?

This is a document that shows who owns the property. When a house is purchased a deed is signed to show legal transfer of ownership. It is anywhere between 1-4 pages in length.

Where do I find my Deed?

You may already have a copy of your deed in the closing documents you received when you purchased your home. If not, you can obtain a certified copy of your deed from the county clerk's office. A link to the Jefferson County Clerks' office is here (<https://co.jefferson.tx.us/cclerk/>). Click on the icon titled 'Deeds' and fill out the requested information.

If claimants would prefer to call the office, then please call the numbers listed in the website (<https://co.jefferson.tx.us/cclerk/>).

I have a copy of my Deed, now what?

Claimants have 2 options for document submission:

1. **Email** - If you have an on-line /phone appointment, then use your mobile device to take a picture of the deed, then email the picture to propertysettlementdocuments@globalrisksolutions.com. In the subject line include your Claim # followed by Deed/Liens. Below is an example email.

To propertysettlementdocuments@globalrisksolutions.com

Claim # Deed/Liens

2. **Via mail** - A copy of any document can be mailed to the address below. **Please include your claim number at the top of each document.**

Port Neches Claim Process
PO Box 540
Port Neches, TX 76651

Government Issued Photo ID

What form of ID will you accept?

To process your claim, we require a valid (non-expired) government issued photo ID. We accept driver's licenses, Military IDs, passports, and TWIC. Your government issued ID needs to have your name, date of birth, expiration date of the ID, and address.

I have a copy of my ID, now what?

Claimants have 2 options for document submission:

1. **Email** - If you have an on-line /phone appointment, then use your mobile device to take a picture of your ID, then email the picture to propertysettlementdocuments@globalrisksolutions.com. In the subject line include your Claim # followed by POI. Below is an example email.

To propertysettlementdocuments@globalrisksolutions.com

Claim # POI

2. **Via mail** - A copy of any document can be mailed to the address below. **Please include your claim number at the top of each document.**

Port Neches Claim Process
PO Box 540
Port Neches, TX 76651