



COVID-19 “Coronavirus” Loss Documentation Checklist

PROJECT INFORMATION	
Property:	
Management	
Time/Date (Approx.) Property Shutdown:	
Time/Date (Approx.) Property Reopened:	

NOTICES	
<input type="checkbox"/>	Track and compile relevant Notices, Declarations of Emergency, State or City instructions
<input type="checkbox"/>	Track and compile relevant Notices from Owner/Client/Workers/Employees
<input type="checkbox"/>	Track and compile all notices regarding leader property closures or large-scale area event cancellations
<input type="checkbox"/>	All operational expenses incurred due to COVID-19 should be charged to a separate general ledger account
<input type="checkbox"/>	Details of ANY guest/employee or personnel onsite who may have or were found to be infected with the virus (potential physical damage trigger)

BUSINESS INCOME LOSSES	
<input type="checkbox"/>	Track specific details of all specific cancellations/lost contracts including the reason (coronavirus? Travel ban? Ban on group meetings?)
<input type="checkbox"/>	Prepare a timeline of business impacts by date including the following: <ul style="list-style-type: none"> Operational impacts with key milestones Impact to suppliers including supplier name, location, dates of impact Impact to tenants including tenant name, dates of impact
<input type="checkbox"/>	Track weekly/monthly occupancy levels and weekly/monthly revenue. Compare to historical revenue to determine the lost rents. Were there any additional changes in 2019 and early 2020 to the business?
<input type="checkbox"/>	Accumulate details of all credits and returned deposits
<input type="checkbox"/>	Employee Payroll – Are you paying employees as “normal” even with reduced hours or customers? Have you laid off any hourly employees? Please note when any changes are made. <ul style="list-style-type: none"> Capture overtime, non-productive time, furlough, inefficient work, preventative measures, etc.
<input type="checkbox"/>	Document a brief explanation of how revenue is generated and list all possible revenue streams.
<input type="checkbox"/>	Gather all financial records as follows: <ul style="list-style-type: none"> Actual monthly profit and loss statements for at least 24 months prior to the loss through the present time for all impacted months Budgeted / Forecasted monthly profit and loss statements for at least 24 months prior to the loss through the present time for all impacted months Monthly rent rolls for at least 24 months prior to the loss and each future month as available, if applicable. Lease up schedule, if applicable, at the time of the event. Historical lease up statistics on similar properties.

- Copies of tax returns for 2017 & 2018.
- Copies of contracts with key customers or supplies.

PROPERTY DAMAGE

- Track all cleaning costs above normal.
- Accumulate details and track costs to protect, secure and monitor units that have been vacated or shuttered.

EXTRA EXPENSE

- Identify Extra Expenses - costs above normal related to the event. Any cost or expense incurred, that would not have been incurred "**but for**" the event, should be tracked (e.g. additional labor and/or security costs, protection of property, increased technology costs, etc.).

**This is not meant to be an exhaustive list.
For a more detailed analysis please contact ProcCor Solutions + Consulting at
(800) 871-5832.**