



## Checklist for Businesses Affected By Spill

**In anticipation of your possible claim, this is a list of suggested materials for you to gather. Some of these records may not be applicable depending on your type of claim.**

### **Financial Documents:**

1.  Federal income tax returns and all supporting data for the years 2007 through 2009.
2.  State sales and lodging tax returns from January 2009 through the present.
3.  Financial statements (formal records of the financial activities of the business or entity) for January 2007 through the present.
4.  Monthly income statements (profit & loss) by department with details of all revenues and expenses by category from January 2007 through the present.
5.  Daily and monthly occupancy reports and rates by property from January 2007 through the present.
6.  Daily records of personnel costs including details on labor rates, hours, travel and transportation.
7.  Documentation, including accounting records, of actual revenue losses incurred, additional costs and expenses incurred, including costs to mitigate damage, and any discontinued expenses.
8.  Description of accounting policies and a statement as to the basis of accounts preparation: be it cash, management or stat accounts (accounts required by law).
9.  Accounting of revenues and commissions paid or earned.
10.  Business plan and projections for the affected business, as well as profits and economic forecasts of similarly situated businesses in the same industry.
11.  Copies of letters of business cancellations caused by spill damage.
12.  Information on any offsetting cancellation fee (e.g. 90% return of rental and lose 10%).
13.  Monthly cancellation reports/logs including the renter contact information, cancel date, anticipated arrival date, unit code and reason for cancellation from April 2010 through present.
14.  Any insurances the company may have already, e.g. business interruption insurance.

**Employee/ Payroll Documents:**

- 15.  Payroll journals reflecting gross wages by employee for each pay period ended March 15, 2010, through the present.
- 16.  Copies of pay stubs, receipts, etc., from before, during and after the spill.
- 17.  Personnel records showing employment (other than pay stubs) from before, during, and after the spill.
- 18.  Details of employment expenses not paid during period being claimed (e.g., commuting costs).

**Documents regarding Property:**

- 19.  A copy of any titles, deeds, leases or licenses to property affected by the spill in your business's name.
- 20.  A copy of any leases or rental agreements for any substitute property used.
- 21.  A sample of current agreements between the property management company and the unit owner.
- 22.  If you sold the property, professional property appraisals for the value of the property prior to and after the spill, actual selling price of the property, and evidence connecting the depressed selling price to the oil spill rather than to other economic or real property factors.

**Equipment Documents:**

- 23.  Daily records of equipment costs (e.g. machinery, vehicles, etc.) including description and use.
- 24.  Verification of standard equipment rates for equipment used.

**Evidence - Witnesses/ Pictures:**

- 25.  Statements from witnesses on how the spill resulted in a loss of income or earning capacity.
- 26.  Pictures or video footage of area damage to property before and after the spill.
- 27.  Copies of any written communications and content of any verbal communications with the Responsible Party ("RP"), including any claims submitted to them.
- 28.  Any additional information that may supplement your case.