



ILLINOIS 60443

Municipal Center

4900 Village Commons
Matteson, IL 60443
708-283-4900
Fax: 708-748-5196
www.vil.matteson.il.us

Administration

Village Administrator
708-283-4911
Office of the Village Clerk
708-283-4950

Community Development

Community Affairs
708-283-4777
Economic Development
708-283-4940
Housing Information Center
708-503-3100
Planning
708-283-4940

Engineering & Regulatory Services

Building Services
708-481-8313
Fax: 708-748-2326
Engineering
708-283-4940

Finance

708-283-4900
Water Billing Services
708-283-4790

Human Resources

708-283-4949

Recreational Services

4450 W. Oakwood Lane
708-748-1080
Fax: 708-748-1423

Fire Department

3445 211th Street
708-748-5129
Fax: 708-283-6606

Fire Prevention Bureau

708-283-4939
Fax: 708-748-2326

Police Department

20500 S. Cicero Ave.
Administrative Division
708-748-4085
Fax: 708-748-7364
Non-Emergency
708-748-1564

Public Works / Parks

Maintenance
21146 Tower Ave.
708-748-1411
Fax: 708-503-3120

June 30, 2010

Dear Residents and Businesses of the Village of Matteson:

The recovery work following the June 23, 2010 tornado is still in place and will continue until completed. With the assistance of a number of outside agencies both local and regional we have been able to successfully remove the majority of the large trees and debris throughout the Village. These clean-up efforts will continue however in an effort to be fiscally responsible we are asking for your assistance.

In order for residents, businesses and the Village to possibly recover any costs due to the tornado from the Federal Government, a detailed assessment of the damage is necessary. There is no guarantee of reimbursement with a damage assessment yet there certainly will not be any reimbursement without a damage assessment.

Attached is a questionnaire seeking information regarding storm damage that you may have incurred. Please complete the attached form as quickly as possible and return it to the Village. This form can be dropped off at the following locations:

- Public Works Garage 21146 Tower,
- Fire Station #1 3445 W. 211th, or
- Faxed to 708-283-6606, or
- E-mailed to stormdamage@villageofmatteson.org.

Feel free to update the information as necessary.

Through a combined community effort we will work through this disaster and come out as a stronger community.

Respectfully,

André B. Ashmore
Village President

Note: Please contact your homeowner's insurance carrier for any damage to property or vehicle that was incurred during the storm of June 23, 2010. Completion and return of this questionnaire in no way precludes any filing of claims through your personal insurance carrier.

Matteson Tornado Questionnaire Instructions

Note: If you have damage from the storm contact your insurance company and file an insurance claim

#1 – NAME and ADDRESS

- Please provide as much information as possible in case we must contact you for more information.
- If damage to individual apartments can be determined, apartments should be listed on separate lines. If all apartments in a building have similar damage, record them as a group on the same line and indicate the number of apartments.
- If there is a business in the home, record the home and business on separate lines and note in Comments.

#2 - SF/MF/MH/B

- Indicate if damaged dwelling is:
SF – Single Family Home
MF – Multi Family Structure (Apartment Building, Duplex, 2-Flat, etc.)
MH – Mobile Home
- If damaged building is a business, indicate with B.

#3 - OWN/RENT

- Indicate if the occupant owns or rents the dwelling by recording O or R. If unknown record UNK.

#4 - HABITABLE WITHOUT REPAIRS – YES OR NO

- Minimal damage to structure
- Shingles missing on small area of roof
- Gutters and soffit torn from house

#5 - HABITABLE WITH FEW REPAIRS – YES OR NO

- House is damaged and uninhabitable but may be made habitable in a **short period of time**.
- Windows and/or doors blown in
- Less than 50% damage to structure (not based on dollar value of structure)
- Shingles missing on small area of roof
- Gutters and soffit torn from house
- No holes in walls or roof or very small holes that do not impact structural integrity

#6 - UNINHABITABLE/NEEDS EXTENSIVE REPAIRS – YES OR NO

- Substantial roofing elements damaged or missing (e.g., roof decking, trusses/framing)
- Damage to windows, doors, exterior walls, interior wind damage, rain/water damage, extensive debris and utility problems
- Mobile home pushed off foundation

#7 - TOTAL LOSS/NOT FEASIBLE TO REPAIR – YES OR NO

- Foundation only remains
- Two or more walls destroyed and roof substantially damaged or destroyed
- Mobile home pushed off foundation/mobile home frame damaged/twisted

#8 - INS – H/R

- Determine, if possible, if the occupant has Home Owners or Renters insurance.
- If they do not have any insurance, record N (for No).
- If they have Home Owners insurance, record H.
- If they have Renters insurance, record R.
- If it can't be determined, record UNK (for Unknown).

#9 - COMMENTS

- If there is structural damage, briefly describe it here. Examples of brief descriptions are: basement wall collapsed, house/mobile home off foundation, foundation cracks.
- Other types of common information to be recorded in this column using the corresponding letter are:
 - A - No one living in dwelling at time of storm/event
 - B - Dwelling was not a primary residence
 - C – Roof/Wall covered with tarp or plywood
 - D – No one home during damage assessment, cannot determine damage or no visible outside damage
 - E – No one home during damage assessment, information obtained by observation or from another source (neighbor, local official)

#10 - Briefly describe damage that you have to structures other than your house.

#11 - Please list private property trees and parkway trees separately.

#12, #13 - If you have received an estimate to repair your damage may we know the amount? How much do you anticipate will be covered by your insurance company?

Data Collection Questionnaire
Village of Matteson
Tornado, June 23, 2010

Name: _____ Phone: _____
Day: _____
Address: _____ Evening: _____
_____ Apt # _____ Length of residence at this
address: _____
Email: _____

2. Is this a Single Family Home (SF), Multi Family (MF), Mobile Home (MH), or Business (B)? _____

3. Do you Own _____ or Rent? _____

4. Is your home habitable without repairs? Yes: _____ No: _____

5. Is your home habitable with few repairs? Yes: _____ No: _____

6. Is your home uninhabitable or need extensive repairs? Yes: _____ No: _____

7. Is your home a total loss/not feasible to repair? Yes: _____ No: _____

8. Do you have insurance coverage? (N for No, H for Home Owners, R for Renters) _____

9. Additional Comments: _____

10. Do you have damage to other structures such as a garage or shed? Vehicle(s)?

Yes: _____ No: _____

Please specify: _____

11. Did you have any trees, including parkway trees, damaged? Yes: _____ No: _____

Number of Private Property Trees: Damaged _____ Total loss: _____
Number of Parkway Trees: Damaged _____ Total loss: _____

12. What is the total estimated costs of repairs to your property/vehicle? \$ _____

13. What amount of the above will be covered by insurance? \$ _____

Please complete form & return to any of the following DPW 21146 Tower or
Fire Station #1 3445 W. 211th Street
or fax to 283-6606