

Appendix 6 – Commercial Claim Documentation

COMMERCIAL CLAIM DOCUMENTATION

This list of supporting documentation is intended to be illustrative, but not exclusive. It is up to each claimant to determine what documentation best supports his/her claim.

- 1. Federal income tax returns and all supporting schedules for the years 2007 through 2009.**
- 2. Copies of letters of business cancellations caused by spill damage.**
- 3. Financial statements for January 2007 through the present.**
- 4. Statements from claimant or witnesses on how the spill led to loss of income or earning capacity; explain any earning anomalies.**
- 5. Business Plan and projections for the affected business as well as profits and economic forecasts of similarly situated business in the same industry.**
- 6. Monthly income statements (profit & loss) by department with details of all revenues and expenses by category from January 2007 through the present.**
- 7. Daily and monthly occupancy reports and rates by property from January 2007 through the present.**
- 8. State sales and lodging tax returns from January 2009 through the present.**
- 9. Accounting of revenues and commissions paid or earned.**
- 10. A sample of current agreements between the property management company and the unit owner.**
- 11. 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.**
- 12. Payroll journals reflecting gross wages by employee for each pay period ended March 15, 2010, through the present.**
- 13. Description of accounting policies and a statement as to the basis of accounts preparation: is it cash, management or stat accounts**
- 14. Any insurances the company may have already, e.g. business interruption insurance**
- 15. Information on any offsetting cancellation fee (e.g. 90% return of rental and lose 10%)**
- 16. Documentation, including accounting records, of actual revenue losses incurred, additional costs and expenses incurred, including costs to mitigate damage, and any discontinued expenses.**

For documented losses of an extended duration, claimants may be requested to provide supplemental supporting documentation.