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CONSTRUCTION DOCUMENTS
LEGAL DUPLICATION
GRAPHIC DESIGN AVAILABLE
LOCALLY OWNED & OPERATED

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EMERGENCY PREPAREDNESS

Secure Your Documents - Secure Your Peace

Many of us know what to pack in our emergency kits like non-perishable foods, water, medications, flashlights and much more. But did you know it's critical to include important documents? **House plans are particularly vital to insurance companies in assessing your coverage.** And in an emergency, time is of the essence and the priority is always to make sure our loved ones and pets are safe. Precious time can be wasted scrambling for paperwork.

At Draftech, we understand the importance of preserving your essential documents. With our high-resolution scanning services, you can conveniently digitize your important paperwork, including house plans, ensuring that they are safe and accessible whenever you need them. We've proudly supported our community in the past, assisting many homeowners through the events of 2017 and 2019. Whether you prefer cloud storage, a thumb drive, or a disk, we have the perfect solution to meet your needs. We can even help you navigate acquiring your house plans from the City or County in which you reside.

See Reverse for a Document Checklist 



CALL US TODAY (707) 578-9442 WWW.DRAFTECHPRINT.COM M-F 8 to 5
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Important Document Checklist

Some of these documents are carried with you on a regular basis, such as driver's license, credit cards and cash. But many can be scanned to a flash drive that can be easily attached to a keychain or kept in a purse or go bag, or stored to the cloud. We hope this list will help you get started!

PERSONAL IDENTIFICATION

- Birth Certificates and adoption records
- Marriage Certificates
- Driver's License and/or Real ID
- Passports and Visas
- Social Security Card / Info
- Military ID, VA and Military Records
- A recent family photo (including pets) that can be used to identify separated family members.

FINANCIAL DOCUMENTS

- Insurance information for home and vehicles
- Vehicle registrations
- Appraisal information for valuables (artwork, jewelry, coin collections, etc.)
- Tax Information (first two pages of previous year's Federal & State returns)
- Employment or business records
- Credit card, banking and mortgage information
- Stock or investment account information

MEDICAL DOCUMENTS

- Copies of policies and insurance cards
- Critical medical records
- List of prescribed medications
- Immunization records and allergy information
- Physical names and phone numbers
- Veterinary records for pets including immunizations and medications

LEGAL DOCUMENTS

- Property titles, deeds, liens
- Naturalization and citizenship information
- Wills, trusts, power of attorney documents

OTHER IMPORTANT DOCUMENTS

- A set of plans for your home*
- Personal address book
- Account information for utilities and services:
- Local numbers for police, fire, etc.
- Video of your home, inside and out. All rooms, drawers open, closet, garage and attic contents.

Obtaining Your Home Plans

We can help assist on retrieving your house plans from the City or County in which you reside. We can guide you to the right people to contact or submit the request on our end. Once we submit the request we would receive an affidavit that will need to be signed by the homeowner in order to release documents. In some cases it may be necessary to contact the architect who designed your home to obtain the plans.

