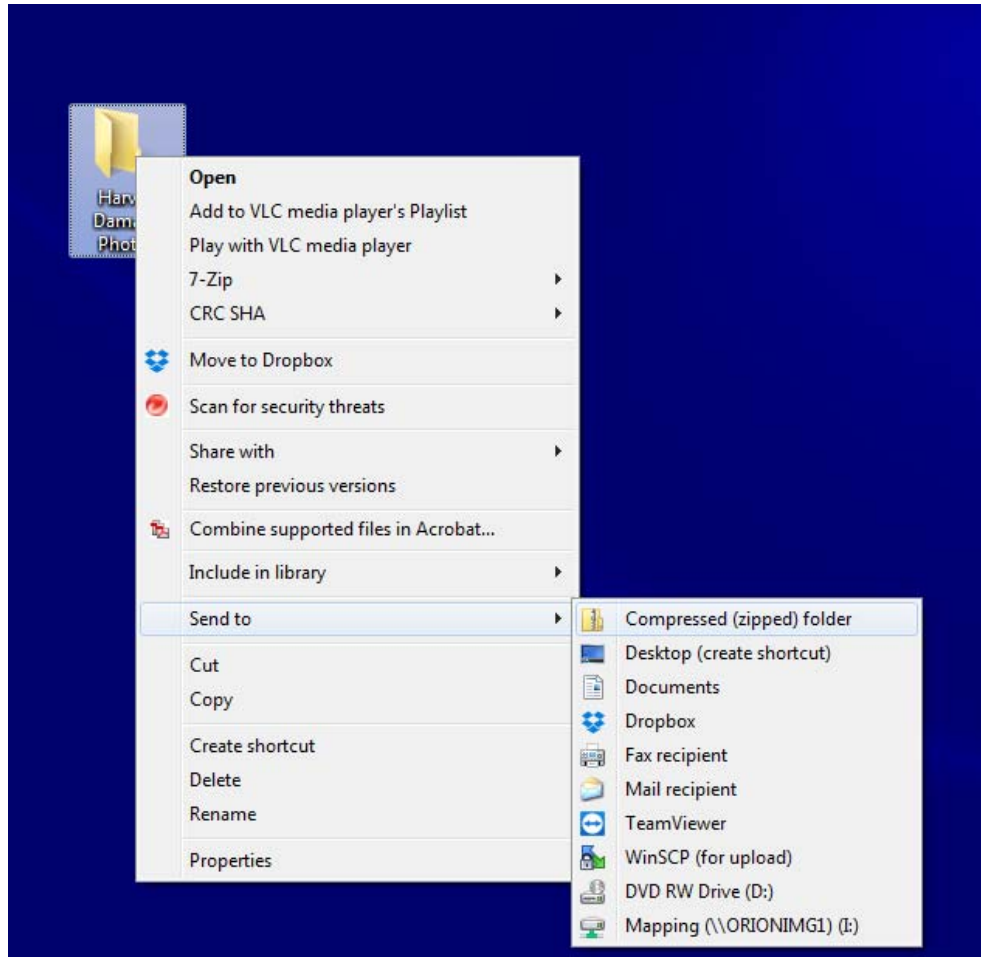


Hurricane Harvey Damage Reporting for Galveston Central Appraisal District

Email Instructions

1. Please take photos of damage
2. Place photos in a folder on your computer, right click and select “send to Compressed(zipped) folder” (**max file size 15MB**) *see below

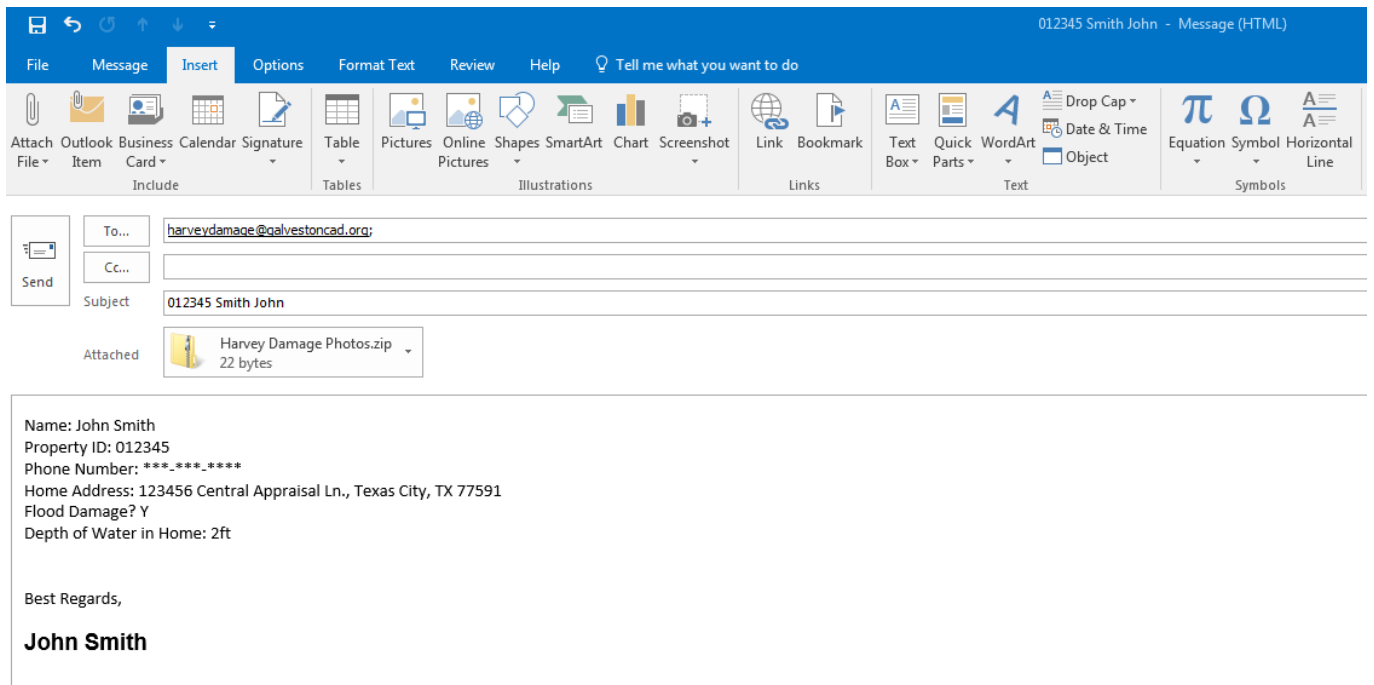


3. Attach the file to your email and complete the To, Subject and Body fields with the information listed below:
 - a. When the homeowner is ready to submit an email, please take photos of the property’s damage, compress(zip) the photo files (**max file size 15MB**), and please add your Property ID, Last Name and First Name in the subject line, ex. Subject: 012345 Smith John.
 - i. In the body of the email, please add your contact information including your name, property ID, phone number, home address and please answer two questions, “flood damage?” & “depth of water in home?”. This will help verify property owner’s identity.

b. Below, you can copy and paste into the body of your email:

Name:
Property ID:
Phone Number:
Home Address:
Flood Damage? (Y or N)
Depth of Water in Home:

*Please see example below:



The screenshot shows the Outlook 'Compose' window for an email titled '012345 Smith John - Message (HTML)'. The ribbon includes 'File', 'Message', 'Insert', 'Options', 'Format Text', 'Review', and 'Help'. The 'To' field contains 'harveydamage@galvestoncad.org', the 'Subject' is '012345 Smith John', and an attachment 'Harvey Damage Photos.zip' (22 bytes) is listed. The email body contains the following text:

Name: John Smith
Property ID: 012345
Phone Number: ***_***_****
Home Address: 123456 Central Appraisal Ln., Texas City, TX 77591
Flood Damage? Y
Depth of Water in Home: 2ft

Best Regards,
John Smith

4. Submit your email to harveydamage@galvestoncad.org.
5. Finally, please send the email and wait for a confirmation email that we have received your photos.

If you have any questions or concerns, please call us toll free (866)277-4725 or (409)935-1980. Thank you for your patience and we are here to help all property owners through this difficult time.