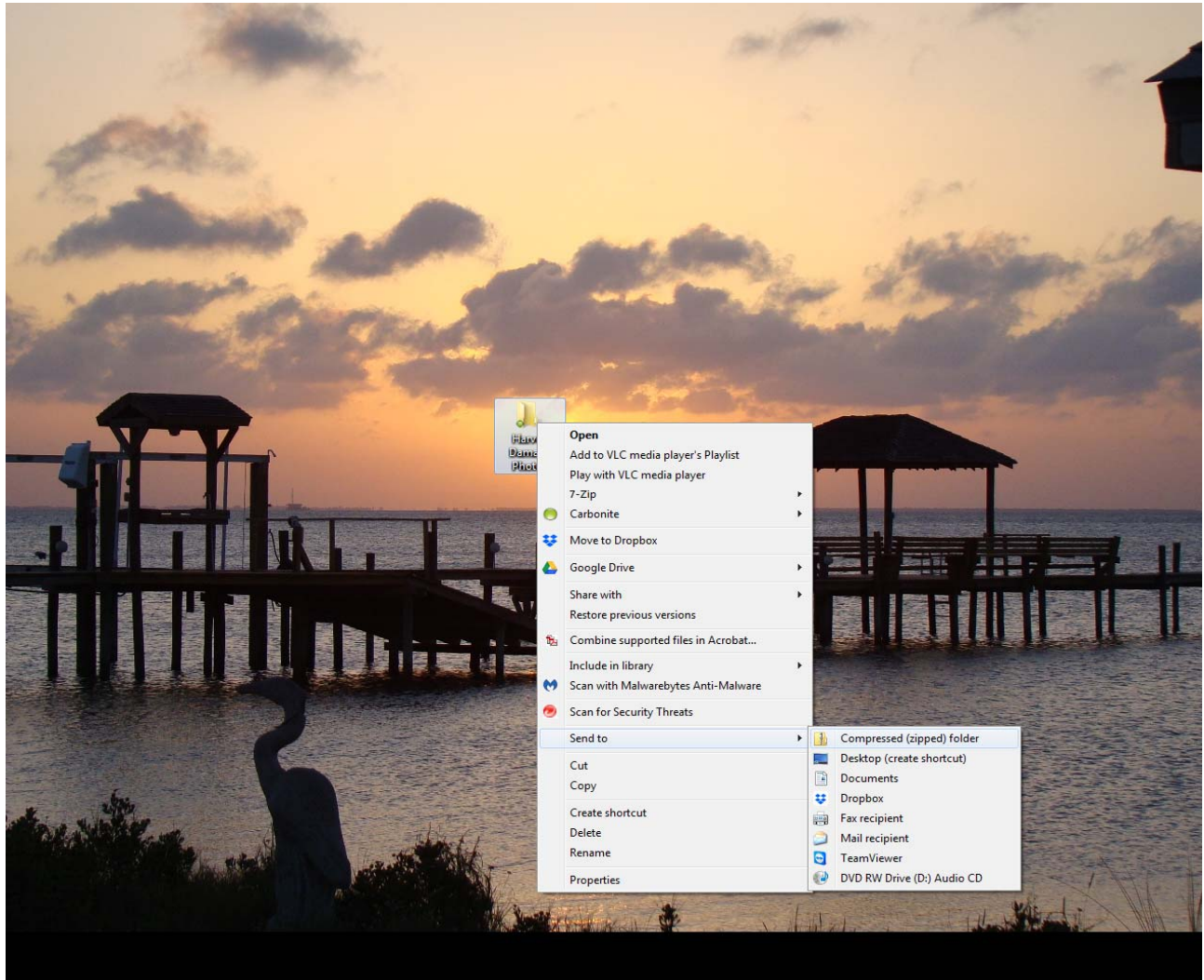


## Hurricane Harvey Damage Reporting for Calhoun County Appraisal District Email Instructions

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)

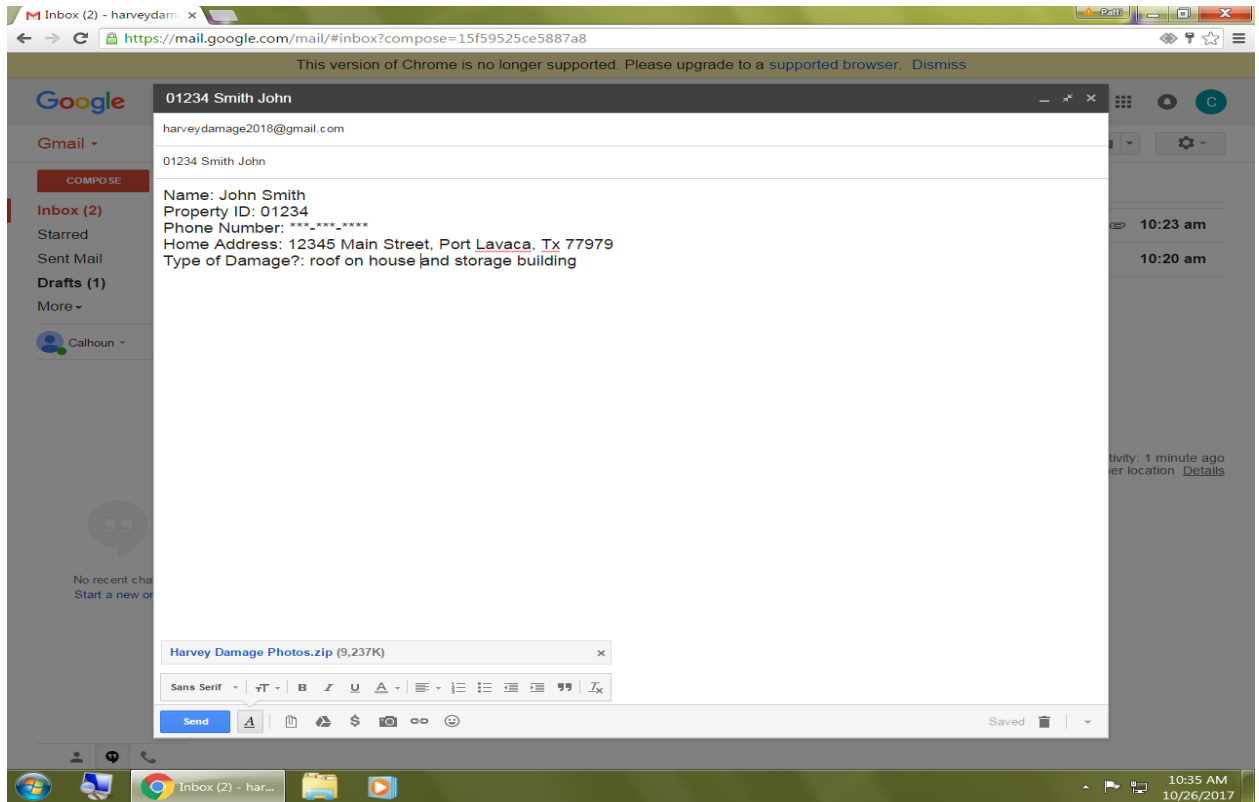
\*see below



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 the question, “type of damage?”.

- b. Below, you can copy and paste into the body of your email:
- Name:
  - Property ID:
  - Phone Number:
  - Home Address:
  - Type of damage?:

\*Please see example below:



4. Submit your email to [harveydamage2018@gmail.com](mailto:harveydamage2018@gmail.com).
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 (361) 552-8808. Thank you for your patience and we are here to help all property owners through this difficult time.