

Dear member-owner,

We're sorry to hear that you've experienced damage to your property. As a valued member, our goal is to ensure you receive hazard claim funds as quickly as possible while ensuring the repairs are performed. Please find everything you need in this letter for American Airlines Federal Credit Union to release the funds relating to the insurance check you received on the property you have financed with us.

In order to expedite the processing of your insurance proceeds, please provide the following information:

1. Signed and notarized Mortgagor's and Contractor's Affidavit (attached)
2. Copy of the insurance adjuster's report or estimate of loss
3. Contractor's Bid or invoices/receipts/photos for supplies/repairs if completing the repairs yourself

Once completed, please mail or email the requested documents to us. You may also bring any documents regarding your claim to your local Credit Union branch. Be sure to retain a copy for your records.

Mailing Address:

American Airlines Credit Union
ATTN: Mortgage Servicing Department
P.O. Box 619001, MD 2100
Fort Worth, TX 75261-9001

Email Address:

mortgageservicing@aacreditunion.org

If you have any questions about the insurance claims process, please contact us at (800) 533-0035, Ext. 4210. We're happy to help you through this process and are here to answer any questions.

Best regards,

Mortgage Servicing Department



MORTGAGOR'S AND CONTRACTOR'S AFFIDAVIT

STATE OF _____	COUNTY (OR PARISH) OF _____
----------------	-----------------------------

PROPERTY ADDRESS

LOSS AMOUNT _____	ACCOUNT NUMBER _____
----------------------	-------------------------

_____, the owner(s) of the above-described property, and _____, the contractor to repair above-described property, being first duly sworn, depose and state:
 That on or about _____, the structure on said property was damaged by _____, but that said damage has been or will be fully repaired and that the property and structure are now or will be in as good condition as prior to the damage. The owner further states that the repairs to said property have been or will be fully paid. The contractor agrees to pay for all materials and labor used in connection with said repairs and affirms that no mechanic's or materialmen's lien will be affixed by subcontractors or suppliers of materials.
 We understand and agree that if the restoration or repair of property is not economically feasible or if American Airlines Federal Credit Union's (Credit Union) security is lessened, insurance proceeds may be applied to existing loan balance(s). We understand and agree that during a repair or restoration period, the Credit Union has the right to hold any insurance proceeds until the property has been inspected to ensure the work has been completed to the Credit Union's satisfaction.
 We understand and agree that the Credit Union may disburse proceeds for the repairs and restoration in a single payment (for insurance claims up to \$40,000) or in a series of progress payments (for insurance claims over \$40,000) as the work is completed.
 Fees incurred for inspection purposes are the responsibility of the borrower.

X _____
 Contractor's Signature

SUBSCRIBED, ACKNOWLEDGED AND SWORN TO BEFORE ME ON ___/___/___ (month/day/year) by _____, personally known to me (or proved to me on the basis of satisfactory evidence) to be the person whose name is subscribed to above.

 Notary Public, State of _____
 My Commission expires on _____

X _____
Owner's Signature

SUBSCRIBED, ACKNOWLEDGED AND SWORN TO BEFORE ME ON ___/___/___ (month/day/year) by _____, personally known to me (or proved to me on the basis of satisfactory evidence) to be the person whose name is subscribed to above.

Notary Public, State of _____
My Commission expires on _____

X _____
Owner's Signature

SUBSCRIBED, ACKNOWLEDGED AND SWORN TO BEFORE ME ON ___/___/___ (month/day/year) by _____, personally known to me (or proved to me on the basis of satisfactory evidence) to be the person whose name is subscribed to above.

Notary Public, State of _____
My Commission expires on _____