

Dear member-owner,

We are sorry to hear that you have 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 Member Declaration (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](mailto: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



MEMBER(S) NAME(S): \_\_\_\_\_

LOAN NUMBER: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

TOTAL INSURANCE CLAIM AMOUNT: \$ \_\_\_\_\_

**Member Declaration**

I/We certify and agree (i) that the insurance claim amount listed above (“Claim Funds”) has been or will be used for the repair of the above-referenced property according to the estimate of loss provided by the insurance company; (ii) the property and structure are now or will be in as good a condition as it was prior to the damage; (iii) that I/we will not allow a materialman’s and/or mechanic’s lien to be filed, recorded, or placed against the above-referenced property in connection with the completed repairs; and (iv) that I/we release and indemnify American Airlines Federal Credit Union from any liability associated with the Claim Funds including, but not limited to, workmanship of the contractor, any breach of contract, and damages caused by the contractor.

Upon receipt of this Declaration, please sign and return it to expedite the release of the Claim Funds.

\_\_\_\_\_  
Borrower’s Name

\_\_\_\_\_  
Borrower’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co-Borrower’s Name

\_\_\_\_\_  
Co-Borrower’s Signature

\_\_\_\_\_  
Date