ELEVATION CERTIFICATES / 01

CONNECT EACH REQUEST TO ITS PURPOSE

Use roles and neutral labels. Confirm requirements with the requester and professional.

A helpful preparation resource from PickYourPro.ai. Fill in digitally or print. Keep your completed copy private.

Request A: requester role / purpose in their words / question to clarify

Request A: deliverable and version to confirm / responsible professional

Request B: requester role / purpose in their words / question to clarify

Request B: deliverable and version to confirm / responsible professional

Existing-copy inquiry: relevant local office to confirm / source / reply reference

Existing-record review versus new work / professional's scope explanation

Preparation only. Not an elevation certificate, form, measurement guide, insurance advice or compliance determination. Receipt is not approval. Keep private records out.

ELEVATION CERTIFICATES / 02

TRACK COPIES AND RECIPIENT QUESTIONS

Keep original documents private. Repeat for more copies; a receipt is not an approval.

Copy A: neutral label / date or version / issuer reference / linked Request A or B

Copy A: recipient role / delivery and receipt references / unanswered question

Copy B: neutral label / date or version / issuer reference / linked Request A or B

Copy B: recipient role / delivery and receipt references / unanswered question

Question: request and copy labels / recipient question / professional reply reference

Replacement copy: prior label / new reference / recipients still to confirm

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ELEVATION CERTIFICATES / 03

CHECK THE DOCUMENT TRAIL

Tick what is organized. This checklist does not determine compliance, coverage or acceptance.

- [ ] Requests A and B have separate requester roles and purposes
- [ ] Deliverable and version questions are recorded
- [ ] Existing-copy inquiry and new professional work are distinct
- [ ] Copies are linked to requests and recipients
- [ ] Delivery and receipt references are kept together
- [ ] Receipt is not labeled as approval
- [ ] Questions and replies identify the relevant copy
- [ ] Replacement copies and remaining recipients are tracked

Survey, local-office or insurance question / appropriate role / next conversation

Open request or recipient question / owner / response still needed

Private record handoff / agreed channel / copy reference / receipt to confirm

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ELEVATION CERTIFICATES / 04

QUESTIONS FOR THE SURVEY PROFESSIONAL

Keep individual technical and insurance conclusions outside this worksheet.

Request: how will you confirm each recipient's purpose and deliverable needs?

Existing copy: which local-office questions and records should we discuss?

Scope: what is record review, new work, coordination or an additional service?

Records: how should copy labels, questions and private originals reach you?

Follow-up: who handles clarification, replacement copies and recipient receipt?

Terms: which deliverables, revisions, exclusions, timing and fees are included?

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ELEVATION CERTIFICATES / 05

COMPARE DOCUMENT COORDINATION

Use Provider A and B in each box. Compare the same requester and copy list.

Provider A / B / proposal dates / shared request-and-copy list version

Existing-record review, new work and requester coordination - A / B

Deliverables, recipient questions, revisions and replacement-copy handoff - A / B

Open items, exclusions, timing, fee structure and written terms - A / B

READY TO HEAR FROM PROS?

Create an account on PickYourPro.ai if you choose, then start a Land Surveying request. Share the general document-coordination help you want so participating pros can compete with proposals. Compare professional scope, deliverables, revisions, timing and written terms. A private record and requester review may be needed.

One request. Every pro's best offer.

Start a request

Participation varies. A private record and requester review may be needed before confirming scope.

Planning guide: https://www.pickyourpro.ai/services/land-surveying/elevation-certificates

NFIP: elevation certificate information (official reference)

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