

Date _____

Start _____

End _____

This Fire Investigation Interview Outline was created
by and is the property of
Phillip A. Johnston
PO Box 64560
Colorado Springs CO 80962-4560
phil@firefaqs.com
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Fire Investigation Interview Outline

Insured-Occupant-Owner: _____

Insurance Company: _____

Case / Claim Number: _____

Loss Location: _____

Date of Loss: _____

PAJ Interviewer: _____

PAJ File Number: _____

This is Phil Johnston interviewing (name) at (location). Today is (date). The time is (time). This interview concerns a fire loss that occurred on (date) at (loss location).

- 1 Would you please state your full name and spell your last name?
 - 2 What is your age?
 - 3 What is your date of birth?
 - 4 Are you aware this interview is being recorded?
 - 5 Is this interview being recorded with your permission?
 - 6 Please speak clearly and indicate "yes" or "no" instead of saying "Uh-uh" or "Un-huh" or nodding your head. You need to give truthful answers to these questions.
- This interview is straightforward. If you have any questions at any time, please interrupt me, ask questions, or ask for a clarification. Many of the questions will relate to the property that burned or some other aspect related to your fire loss. If you need to take a break, we can stop at any time. Do you understand what I've just said?
- 7 What is your Social Security Number?
 - 8 Have you ever used any other Social Security Number?

OWNER (modify questions as appropriate)

- 36 Are you the legal owner of the property where the fire occurred?
- 37 Are you the sole owner of the property?
- 38 When did you purchase the property?
- 39 From whom did you purchase the property?
- 40 How did you learn about the property before you purchased it?
- 41 Did you know the seller before you bought the property?
- 42 Did you use a real estate company in completing the purchase?
- 42.1 What is the name of the real estate person who represented you when you purchased the property?
- 43 What was the purchase price?
- 44 Are there any mortgages on the property?
- 45 What is the name of the mortgage holder(s)?
- 46 What was the original amount of the mortgage?
- 47 What is the approximate current mortgage balance?
- 48 What are the monthly payments?
- 48.1 Does that included taxes and insurance?
- 49 On what day of the month is your mortgage payment due?
- 50 What is the term of the mortgage?
- 51 Do you have a lump sum or balloon payment to make at the end of your mortgage term?
- 52 When did you last make a mortgage payment? Are the payments current?
- 53 Are there any second mortgages on the property?
- 54 How much money did you put down when you purchased the property?

- 176 Did you have any leased vehicles at the time of the fire?
- 176.1 What are their descriptions and license numbers?
- 177 When did you last rent a motor vehicle?
- 178 Do you normally lock your home/building when you leave?
- 178.1 If you don't, why don't you?
- 178.2 Has anyone ever entered your home/building when it was unlocked?
- 178.3 Which windows were open at the time of the fire?
- 178.4 Why were these windows left open?
- 179 How many exterior doors does your home/building have?
- 180 Are there any radio-controlled or remote door openers to your home/building?
- 181 Who has keys to your house/building?
- 182 Have you ever given any keys to anyone -- even temporarily -- to feed and water pets when going on vacation, for a repair person, new employees, etc.? (Modify wording as necessary)
- 183 Who was the last relative -- by blood or marriage -- to come to your home/building?
- 184 Who was the last unrelated visitor to your home/building?
- 185 Have you had any locks changed since you purchased the property?
- 186 Have you ever had a burglary at your home/building?
- 187 Have you ever experienced any vandalism at the fire location?
- 188 Did the home/building have any smoke detectors or a fire alarm system?
- 188.1 When was the last time that smoke alarm batteries were replaced?
- 189 a) Did the home/building have a burglar alarm? b) What type? C) Details?
- 190 Did the alarm(s) function properly?
- 191 What exterior lights would normally be illuminated at your home/building at night?
- 192 What interior lights would normally be illuminated at your home/building at night?
- 193 What kind of pets do you have?

- 206 Where would ash trays be emptied?
- 206.1 When last emptied?
- 207 Did your home/building have a fireplace? When was it last used?
- 207.1 Where was firewood kept before it was used?
- 208 Did your home/building have a wood stove? When was it last used?
- 208.1 What brand?
- 208.2 When installed?
- 208.3 Who installed it?
- 208.4 Do you have papers regarding the purchase and/or installation?
- 208.5 How much firewood do you have?
- 208.6 a) When was the flue last cleaned? b) By whom?
- 209 What do you do with your fireplace or stove ashes?
- 209.1 When was your wood stove or fireplace last emptied?
- 210 When did you last purchase a new or used appliance?
- 210.1 Do you believe an appliance caused the fire?
- 211 Do you keep any of the following materials in your home/building?
- 211.1 Bleach or chlorine
- 211.2 Charcoal lighter fluid
- 211.3 Kerosene
- 211.4 Alcoholic beverages
- 211.5 Turpentine
- 211.6 Camp stove or lantern fuel
- 211.7 Paint thinner
- 211.8 Diesel fuel

280 Can you think of anything else that may help determine the cause of the fire?

281 Have you understood all of my questions?

282 Is there anything you would care to add or change concerning this interview?

283 Is there anyone else I should interview in connection with this fire?

284 Have you told me everything you know about this fire?

285 Have all of your answers been true and correct?

286 Was this interview conducted with your knowledge?

287 Was this interview recorded with your permission?

Thank you. Please state your name to end this interview.

The time is (current time) on (current date).

FIRE FAQS

END OF INTERVIEW

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