Personal Property Inventory Form

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INSURED _____ **Date** _____ **CLAIM #** _____ _____ **of** **Pages** _____

DATE OF LOSS _____ **POLICY #** _____ **ROOM** _____

Company use Only

Quantity	Date of Purchase or Age	Description Of Property (Include mfr, brand, serial and model numbers)	Purchased or Obtained From	Original Cost New	Method Of payment, Cash Charge, etc	Current Replace-ment Cost	Cost of Repair or Restoration	Depreciation/ Discount	Settlement
This information is true to the best of my (our) knowledge:									
INSURED SIGNATURE									
INSURED SIGNATURE			Totals						

Instructions: Please use a black ball point pen or NO. 2 Pencil and make sure each entry is written clearly. You have suffered a loss to your personal property that will require some time to list.

1.First, separate the damaged from the undamaged items, and protect repairable and undamaged items form further damage. Make sure you're listing one room at a time.

2. Complete columns 1 thru 8 on the inventory form as completely as possible. On items that their value is greater because of the brand name or model please include that information.

3. Attach any documents you may have, such as receipts or cancelled checks, credit slips, warranty booklets, operating instructions, photographs, etc, to support ownership and the cost of the item.

4. When you have completed the inventory, return it to your claims adjuster. If you have questions regarding your loss or your inventory, contact your claims adjuster.

Any person who knowingly and with the intent to injure, defraud, or deceive any insurance company, files a statement of claim containing any false of, incomplete or misleading information is guilty of a felony.