

**INVENTORY SHEET**

**ROOM** \_\_\_\_\_

**CLAIM #** \_\_\_\_\_

LINE #	QUANTITY	DESCRIBE ITEM	STORE	WHERE PURCHASED	CITY	DATE PURCHASED	CURRENT COST	COMPANY USE ONLY		
								DEP.	ACV	
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
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16										
17										
18										

Any person who knowingly and with intent to defraud any insurance company or other person files a statement of claim containing any materially false information or conceals, for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime.

**Insured's Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

## PERSONAL PROPERTY INVENTORY

We are very sorry you have experienced this loss. To assist with the valuation of your personal property items, we need your assistance completing this detailed listing of your damaged personal property. Please prepare an inventory of your damaged personal property showing the quantity, description, actual cash value and amount of loss. In addition, please attach all bills, receipts and related documents that justify the figures in the inventory.

Trying to compile a listing of personal property which has been accumulated over a period of many years is not an easy task, especially if it has been destroyed beyond recognition. These forms are designed to assist you in the preparation of your inventory. Observe that you should identify the **room** on this form. We suggest that you prepare your inventory **room by room** using as many pages as are needed. Once you have completed your inventory, please **number each page** on the line indicated. Please sign and date the inventory as indicated.

You may find that a sketch of the room will be helpful to remind you of the items which were contained in each room. Another suggestion is to start your inventory at one corner of the room and go completely around all four walls of the room very carefully. Try to remember what was contained on the walls and floor area. You are less likely to miss something with an organized plan. It is also helpful to list the contents of closets separately.

### INSTRUCTIONS FOR COMPLETION OF INVENTORY SHEETS

Columns are to be completed as follows. See example.

1. **Quantity** - Please indicate the number of items.

**Examples:**

- 2 chairs
- 2 pairs of drapes
- 2 lamps
- 1 table
- 1 sofa

It is necessary to list all items separately. Items of a similar nature should not be included as one item.

2. **Item** - Describe the item with brand name, size, serial and model numbers, when known.

**Examples:**

- La-Z-Boy recliner
- JCP Home curtains/drapes
- Ashley chair & ottoman
- 27" Vizio LCD TV
- Callaway Razr Fit Driver
- Nike LunarGlide+ 4 running shoe

3. **Where Purchased** - You are not expected to remember where each and every item was purchased. Complete to the best of your recollection. If you don't know, indicate so.

4. **Date Purchased** - If not known, please indicate the approximate date.

5. **Current Cost** - Through whatever resources available to you, determine the present day replacement cost. Internet searches (e.g., Google, Bing) are excellent for such information. Please attach copies of like kind and quality search info.

6. **Repairable Items** - Please secure and attach estimates for items that are repairable. This may include items (e.g., clothing, furniture, and electronics) that can be cleaned, refinished, or repaired by any other means.

The balance of the form will be completed by the adjuster after further consultation with you. If you have any questions, please feel free to contact the adjuster.