

## **Personal Property Inventory**

Trying to compile a list of missing or destroyed personal property, which has been accumulated over a period of many years, is not an easy task. The enclosed forms are designed to assist you in the preparation of your inventory. If your list of missing or destroyed property is extensive, we suggest you prepare your inventory room by room. Identify the room on each form and use as many pages as you need to list all the items in that room. If more than one page is required for each room, please number each page on the line indicated.

One suggestion to assist you in the preparation of your inventory is to start at one corner of the room and go completely around all four walls of the room. Try to remember what was contained on the walls and floor. It is also very helpful to list the contents of closets separately.

### **Instructions For Completion Of Inventory Sheets**

The first four (4) columns are to be completed as in the following examples:

- (1) **Quantity** - indicates the number of items.

Examples - 1 table  
4 chairs  
1 pair of curtains

- (2) **Description** - describe the item in as much detail as possible.

Examples - Sony 36" LCD flat panel T.V. Model 36SYLCDHD  
Levi 501 Jeans-Men's  
Maytag Front Load Washing Machine Model 2736M

- (3) **Age of item** - provide the age of the item or the month/year the item was purchased.

- (4) **Replacement Cost** - provide the cost to replace this item at today's prices. Use whatever resource available to you.

Items that are repairable will be addressed separately. The remaining two (2) columns of the inventory form, depreciation and ACV, will be completed by the claims representative.