

Important Information
Additional Payments May Be Available
Replacement Cost - Personal Property

(To be provided with the Personal Property Inventory Customer Worksheet)

Your policy may provide for additional payments on a replacement cost basis for some of your personal property items.

The personal property items must be repaired or replaced within a specified period of time in order to present a claim for additional payments on a replacement cost basis. Please refer to your policy for specific time limits and additional settlement provisions. Following repair or replacement, please submit your documentation to us referring to the claim number and item number.

Contact your claim representative if you have any questions.

Personal Property Inventory Instructions

Please separate the damaged items from the undamaged items and protect the repairable and undamaged items from further damage. You are then ready to list the damaged items on the Personal Property Inventory form as follows:

A. For losses that involve several damaged items, list the items by room. If more than one room is involved in the loss, use a separate form for each room.

Enter the name of the room in the space provided.

B. Complete columns 1-7 as thoroughly as possible. Instructions by column follow:

1. List the total quantity of the item (For example - 2 telephones).
2. Describe the item with as much detail as possible (For example - Ladies stainless steel watch with round black dial or 16" gas line weed trimmer).
3. List the brand name and/or model number if known or provide features (for example - Sony DCR-DVD308 camcorder).
4. List the retailer, location, or how the item was purchased or obtained.
5. List the age of item in years. If the item is less than one year old, use months.
6. Please enter one of the following to indicate the amount you are claiming for each item:
 - a. Repair Cost - If the item can be repaired, please enter today's cost to repair the item.
 - b. Replacement Cost - If the item cannot be repaired, please enter today's cost to replace the item.
 - c. Amount of Loss - If the item cannot be repaired or replaced, please indicate the amount of loss. The amount of loss is the market value of the item on the date of loss.

*Sales tax will be added by your claim representative if applicable.

7. Indicate whether you have documentation for the item by placing an "X" in the column provided.

C. Attach any documents you may have to support ownership and cost of the damaged items, such as receipts, cancelled checks, credit card slips, warranty cards/booklets, operating manuals, and photographs. Attach the estimate or invoice for cleaned or repaired items.

D. Should you have any questions regarding the completion of the Personal Property Inventory form, please contact your claim representative.

Below is an example of how the form should be completed.

Claim Number: 13Z101011 Insured's Name: John Doe Date of Loss: 06-16-10

Room: Bedroom Phone Number: (H) 111-111-1111 (W) 222-222-2222 (C) 333-333-3333

(Please indicate the best contact number)

Item No.	1. Qty.	2. Detailed Description of Item	3. Brand Name/Model Number and/or Specifications	4. Where Purchased or Obtained	5. Age of Item	6. Today's Repair Cost/Replacement Cost/Amount of Loss (without tax*)	7. Documentation Attached (X)
1.	1	19" color TV	Zenith AD5748W	SEARS	3 years	\$ 200.00	x
2.	6	Bath Towels	Fieldcrest	JC Penney	1 year	\$ 80.00	