

## PERSONAL PROPERTY INVENTORY

Trying to compile a listing 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 that 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.

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 the 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 1 thru 6 are to be completed as follows, see example:

(1) Quantity - Indicate the number of items.

Examples - 2 chairs  
2 pair of drapes  
2 lamps  
1 table  
1 sofa  
1 TV

(2) Item - Describe the item - Brand name when known.

Examples - Barcalo chairs  
Lined drapes  
Early American tables  
Krohler sofa  
RCA 19" Color TV

(3) Where Purchased - Provide the store name where each item was purchased.

(4) Date Purchased - Provide the date each item was purchased.

(5) Original Cost - Photo copies of bills, receipts, cancelled checks or other proof of purchase should be attached.

(6) Current Cost - Through whatever resources available to you, determine the present day replacement cost. Major catalogues are excellent guides for such information.

If an item is repairable, please secure an estimate for the repairs and attach the estimate to the inventory. The balance of the form will be completed by a claim representative after consultation with you.

Enclosure - Personal Property Inventory (CD 215)

