

# PERSONAL PROPERTY SUMMARY SHEET SHORT FORM

PAGE:                      OF

INSURED'S NAME AND ADDRESS		CLAIM NO.			
<b>HELPFUL HINTS</b> Please be as thorough as possible. Give as much detail as possible in the description of items especially on appliances, household electronics, and other durable goods. Do not group unlike items. If you received an item as a gift, please indicate the name of the party who gave the item to you. If you are not the original purchaser of the item, please estimate the date of the original purchase as closely as possible. Proofs of purchase and owners manuals are very helpful in determining value. If you need help, call your adjuster.					
DESCRIPTION OF ITEM(S) (Brand Name, Size, Make, Features, Model No., etc.)		WHERE PURCHASED (Store and City)	WHEN PURCHASED MO    YR		COST TO REPLACE OR REPAIR
Quantity	Description				
1	EXAMPLE: G.E. 27" Color T.V., w/remote, cable ready, Model No. 123456	Sears Anchorage, AK	09	92	\$429.00
2					
3					
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18					
19					
20					
21					
Insured's Signature		Date			

**SEE ENCLOSED FOR ADDITIONAL INFORMATION.**

<b>Name</b>	[Enter insured name]
<b>Claim #</b>	[Enter claim number]

### **Personal Property Summary Sheet Instructions**

You have been provided with a supply of Personal Property Summary Sheets. Please complete the forms by using the instructions below.

1. Complete your full name and address.
2. Enter your full policy number.
3. Enter your complete claim number.
4. Enter a full description of the claimed item(s).
  - We need brand names, sizes, model numbers where available, quantity, etc.
  - Generalized grouping is not acceptable; however, it is not necessary to list individual items in some categories.
    - Do Not list “men’s clothing”
    - Do list “men’s shirts, men’s socks, men’s underwear w/ the quantity attached.
5. Give the name and location of the store from or person who purchased the item. Indicate if the item was financed.
6. Provide us with any and all purchase documentation possible. Acceptable forms of verification include cancelled checks, store receipts, owner’s manuals, warranty cards, family photos...
7. Provide us with the month and the year of purchase. If you cannot remember the month or year, please give us your best estimate.

**\*\*\*We cannot process your claim without this information.\*\*\***

8. Provide us with “replacement cost,” which is the price to replace the item(s) at today’s price. If the exact item is not available, provide us with the price of an item of similar type and quality. Do not include tax, as it will be added for you.
9. The named insured(s) must sign each Personal Property Summary Sheet.
10. Please date each Personal Property Summary Sheet.

**11. Return the Personal Property Summary Sheets WITH the Instructions to your Adjuster.**

**\*\*\*Any information requested, but not properly completed will be returned to you and will delay payment of your claim. If you have any questions, please contact your adjuster.\*\*\***