

## COMPLETING THE SCHEDULE OF LOSS FORM

The replacement cost Schedule of Loss form has been designed to assist you in the settlement of your claim.

Fully completing items 1 through 5 will be beneficial in expediting your claim. All entries must be made in ink. Failure to provide adequate information about each item may cause delays in the assessment process. Note that all named insured's must date and sign these forms.

1. Item (Description): List the actual item that was lost/damaged in as much detail as possible. Make, Model, Size, Serial Number, Brand, Special Features
2. Where Purchased. The name of the store, dealer, or person from whom this item was bought. If any items were a gift, from whom (name and address)
3. When (Date) Purchased. If you cannot recall the exact date, the month and year will be adequate.
4. Original Cost – Purchase Price. Your actual cost at the time of purchase.
5. Replacement Cost. Today's cost to replace this item with one of the same kind and quality that is available today, excluding taxes. Taxes are payable if the item is replaced.

A complete list of belongings must be reported to the police if the loss is due to theft.

If more than one page is used, please number each page consecutively in the area provided at the top right hand corner. Once you have replaced the item, write on the receipt or invoice the page and item number which is shown on the schedule of loss form, i.e., page 3 item 6. *Failure to comply with the above requirements will result in delays in processing your claim and we may return your receipts for completion.*

Should you have any difficulty in completing this form, the adjuster assigned to your loss will answer any questions you may have.

**IN ORDER TO GET REPLACEMENT COST COVERAGE ON  
YOUR CONTENTS, ITEMS MUST BE REPLACED WITHIN  
180 DAYS FROM THE DATE OF LOSS.**

**"SAMPLE"**



**SCHEDULE OF LOSS**

Please Complete in Ink Pen

Name John Doe & Jane Doe  
 Claim No. 55555.30.03.13  
 Date of Loss 30-Mar-13

If "Replaced" - Attach Receipt and Mark "X" here

Page 1 of 1 Pages

	Description (make, model, size, etc.)	Where Purchased	When	Original Cost	Replacement Cost	X	Depreciation	Actual Cash Value	Replacement Cost	Difference +/-
← Complete these columns →							← For Office Use Only →			
1	LG 50" 1080p 600Hz Plasma HDTV (50PA6500) sn/123456789	Future Shop	2010	\$650	\$550					
2	Power Fist 14" Portable Chop Saw. 120V. 3500 RPM. s/n 12345	Princess Auto	2008	\$100	\$130					
3	DVD - Star Wars - 6 disc set.	Gift - Jane Smith	2012	\$80	\$80					
4	Winter Jacket - Ladies - Bluenotes - Size Medium	Bluenotes	2010	\$120	\$150					
5	La-Z-Boy Calvin Recliner. Leather.	La-Z-Boy.com	2009	\$750	\$650					
6	14 kt Gold Wedding Ring Set with 1 kt princess cut diamond	Peoples Jewellers	1989	\$1,000	\$1,599					
7	For Jewellery Include the Cut, Carat Weight, Clarity & Colour									
8	Thomas The train die cast set w/ 3 buildings & two trains	Walmart	2010	\$70	\$60					
10										
11										
12										
13										
14										
15										
16										
17										
18										
19										
20										
<b>Totals:</b>										

All Named Insureds Must Sign

Any person who, fraudulently or willfully makes a false, misleading, or exaggerated statement, or who conceals information for the purpose of presenting a claim is acting in violation of the Statutory Conditions of their policy. This would lead to the denial of the entire claim.

Please attach any cancelled checks, original bills, receipts, warranty cards, owners' manuals, pictures, etc. to substantiate the missing and/or damaged property.

\_\_\_\_\_ Date

\_\_\_\_\_ Signature of Insured

\_\_\_\_\_ Signature of Insured