



COMPLETING THE SCHEDULE OF LOSS FORM

To make a claim for belongings/contents a Schedule of Loss form must be completed. The form must be completed in full and returned prior to replacing your contents. Failure to provide adequate information about each item or not completing all columns may cause delays in the assessment process and/or approval of the replacement values.

Please see the sample on the reverse side:

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, please note from whom.
3. When Purchased. If you cannot recall the exact date, the month and year will be adequate.
4. Original Cost means the actual cost at the time of purchase.
5. Replacement Cost. Today's cost to replace this item with one of the same like, kind and quality that is available today, excluding taxes. Taxes are payable if the item is replaced.
6. If more than one page is used, please number each page consecutively in the area provided at the top right hand corner.
7. Please attach any original invoices, receipts, warranty cards, owners' manuals, pictures, etc. to substantiate the missing and/or damaged property.
8. Please note that *all named insureds must date and sign these forms.*

Prior to replacing any items this form must be returned for approval.

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

Should you have any questions in completing this form in full please contact your adjuster to assist you, they will be happy to help.

"SAMPLE"



SCHEDULE OF LOSS

Please Complete in Ink Pen

Name John Doe & Jane Doe
 Claim No. 5555.30.03.13
 Date of Loss 30-Mar-13

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	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										
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19										
20										
Totals:										

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.

All Named Insureds Must Sign

Date

Signature of Insured

Signature of Insured