Flood Claim Tip: Start Listing Flood Damaged Items Now

This is NOT an official claims form but it will help you get started on your list.

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.

If an insured replaces a lost or damaged item, replacement cost benefits may be paid. If the item has not been replaced, the claim will be paid based on actual cash value. Actual cash value (ACV) is calculated by determining the replacement cost (RC) of the item and then subtracting depreciation (ACV = RC – deprecation). The amount of the depreciation is based on age, quality, and condition of the property at the time of the loss.

The item's effective age is used in calculating depreciation. If the item's condition is classified as average, then the effective age is the same as the actual age. If the item's condition is classified as above average or below average, the effective age of the item is determined by adjusting the actual age by a factor of 1.4 for below average and .6 for above average. As a result, an item that is 10 years old in below average condition has an effective age of 14 years (10 years x 1.4). An item that is 10 years old in above average condition has an effective age of 6 years (10 years x .6).

Regardless of the age, if an item is useable for its intended purpose, depreciation does not exceed 80%. If the item is replaced within the time allowed by the policy, the depreciation previously deducted may be paid up to the amount spent to replace the item or the agreed upon replacement cost for that item, whichever is less. All the terms and conditions of your insurance policy apply.

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For help filing your Flood Insurance Claim, you should contact your insurance company or local agent. You should immediately begin to inventory all flood damaged items.

If you have flood insurance, your claims adjuster will appreciate your help in providing her with an accurate list of all flood damaged items.

Visit our website for Flood Claim Tips

Important Information:

Total Estimated Replacement Cost = 0.00

Item #	Room	Brand or Manufacturer	Model#	Item Description	Quantity Lost	Item Age (Years)	Item Age (Months)	Condition	Cost to Replace Pre-Tax **(each)**	Total Cost
1										
2										
3										
4										
5										
6										
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Copy this page for each room!

Insured :	
Claim # :	
Policy # :	
Adjuster :	

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:

1. 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.
2. Complete columns B-J as thoroughly as possible. Instructions by column follow:
   - B. **Room** – Identify the room where the item was located.
   - C. **Brand or Manufacturer** - List the brand name if known or provide features (for example, Sony camcorder).
   - D. **Model #** - List the model number, if known. (for example – AD5748W)
   - E. **Item Description** - 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.)
   - F. **Quantity Lost** - List the total quantity of the item (for example - 2 telephones).
   - G. **Item Age (Years)** - List the age of the item in years.
   - H. **Item Age (Months)** – List the age of the item in months.
   - I. **Condition** – The age and condition of an item are two of the factors considered when determining the amount of depreciation to apply to a particular item at the time of Loss

     Choose one of the following:
     - a. Average – If the item's condition at the time of loss is what one would expect considering its age and use.
     - b. Below Average – If the item's condition at the time of the loss is not as good as one would expect considering its age and use.
     - c. Above Average – If the item's condition at the time of the loss is better than one would expect considering its age and use.
     - d. New – If the item was new (less than three months old) at the time of the loss
   - J. **Cost to Replace Pre-Tax (each)** - 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 specialist if applicable.
3. 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.
4. Should you have any questions regarding the completion of the Personal Property Inventory form, please contact your claim specialist.

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

A	B	C	D	E	F	G	H	I	J	K
				Total Estimated Replacement Cost =					**272.00**	
Item #	Room	Brand or Manufacturer	Model#	Item Description	Quantity Lost	Item Age (Years)	Item Age (Months)	Condition	Cost to Replace Pre-Tax **(each)**	Total Cost
1	Bedroom	Zenith		19" Color TV	1	3.00		Below Avg.	200.00	200.00
2	Bedroom	Fieldcrest		Bath Towels	6	1.00		Average	12.00	72.00
3										

Room Names	Total each room	Cumulative Total
Exterior		
Entry		
Living Room		
Family Room		
Foyer		
Game		
Garage		
Hall		
Kitchen		
Dining		
Laundry		
Master Bedroom		
Master Closet		
Master Bath		
Bathroom 1		
Bathroom 2		
Bathroom 3		
Bedroom 1		
Closet 1		
Bedroom 2		
Closet 2		
Bedroom 3		
Closet 3		
Bedroom 4		
Closet 4		
Apartment		
Attic		
Basement		
Mud		
Nursery		
Office		
Pantry		
Patio		
Patio		
Play		
Pool		
Porch		
Shop		
Storage		
Theater		
Utility		
Workout		