WEA TRUST
MEMBER BENEFITS

P.O. Box 7893 • Madison, WI 53707-7893
Voice/TDD: (608) 276-4000 • 1-800-279-4010
Fax (608) 223-9700

PERSONAL PROPERTY INVENTORY FORM

Room: _____ Page _____ of _____ Policy Number: _____ Insured: _____ Claim Number: _____ Date of Loss: _____

Qty	Description of Property (Include manufacturer, brand name, serial and model numbers)	Purchased or Obtained From	Date of Purchase or Age	Original Cost New	Method of Payment (Cash, Charge, etc.)	Current Replacement Cost	Cost of Repair or Restore	COMPANY USE ONLY Dept/Settlement Amount	

This above information is true and correct to the best of my (our) knowledge.

Insured's Signature _____ Date _____ Totals $_____ $_____
Insured's Signature _____

Instructions: YOU HAVE JUST SUFFERED A LOSS TO YOUR PERSONAL PROPERTY THAT WILL REQUIRE SOME TIME TO PROPERLY LIST. THESE INSTRUCTIONS AND THE PERSONAL PROPERTY INVENTORY FORMS WILL HOPEFULLY MAKE THAT TASK EASIER FOR YOU.

1) First, separate the damaged from the undamaged items, and protect repairable and undamaged items from further damage. Make your listing one room at a time.
2) Complete columns 1 through 8 on the inventory form as completely as possible.
3) Attach any documents you may have, such as receipts, canceled checks, credit card slips, warranty booklets, operating instructions, or photographs to support ownership and the cost of items.
4) When you have completed the inventory, or if you have any questions, please contact your Claims Representative.