



5719 – 43 Street Lloydminster, AB. T9V 0Z2
Phone: (780) 872-5905 Fax: (780) 872-5906

Completing Schedule of Loss Form

Please take a moment to review the instructions listed below. (Please retain this for future reference.)

1. Please ensure that you complete the Schedule of Loss form(s) in **INK**. List the **ACTUAL PROPERTY THAT WAS LOST/DAMAGED in as much detail as possible** identifying the Quantity, Description (to include serial #'s, features/sizes/HP, volts, etc.), Brand/Make, Model, Where Purchased (Store/Location), Date Purchased (Age of item), the Original Price, Replacement Cost and Where. **Failure to provide adequate information about each item will delay the assessment process.**

Electronic Items: provide make, model and serial number if available, as well as any features that the item had (i.e. Sony, SA532, portable stereo, single CD, AM/FM Radio, Kodak Camera, 3 mega pixels 3X zoom with case and 8MB Compact Flash card.)

Clothing Items: include brands, styles, materials, sizes (i.e. men's wool dress pants size 42/Levi jeans boot cut, 34/32 cotton button up long sleeve shirt size L).

Jewellery Items: provide a detailed description including material stones, lengths and sizes (i.e. ladies sterling silver 18" box link chain, men's 10 kt gold ring with 4 synthetic stones in the months of Jan, March, May & Sept). **If item appraised, submit (copy) written appraisal.

CD's, Cassette, VHS & DVD Movies: identify the number of single, double, box sets, imported & burnt items as much as possible.

Food Stuff: provide a list of quantity, brands, size, etc.

Furniture: provide make, item, and size (i.e. Queen Size mattress, wooden 4 shelf bookcase etc.) identify if item is made from wood, particle board, steel, plastic, etc.

2. If and when you choose to replace those content items you wish to make a claim for, the receipts/invoices must be brought into the Adjuster for his/her review.
3. See "next page" for a "Sample" completed Schedule of Loss form.
4. A complete list of belongings lost must be submitted to the Police, if the loss is due to theft.
5. If you have any questions regarding the completion of the form or what is required, please contact your adjuster for clarification.



SCHEDULE OF LOSS

SAMPLE

Insured: Jane Doe & John Doe

File # 2010- 1234

Claim # 56789

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FOR OFFICE USE ONLY

| | Item (Description) | Where & When Purchased | Approx. Purchase Price | Replacement Cost | Replacement Cost Source | FOR OFFICE USE ONLY | | | | |
|----|--|------------------------|------------------------|------------------|-------------------------|---------------------|--------|---------------|--|----------------------|
| | | | | | | Depreciation | A.C.V. | Replaced Cost | | Final Amount Claimed |
| 1 | SONY TV - 32" high definition. Serial # 1Y2B334 | The Brick 1992 | \$ 1,235.99 | \$ 1,349.97 | The Future Store | | | | | |
| 2 | Mitre Saw - Serial 689CW459 Craftsman Model YTB123 | Sears 1990 | Christmas Gift | \$ 1,100.00 | Canadian Tire | | | | | |
| 3 | Palliser Green sofa/nylon with removable cushions | United Furniture 1989 | \$ 1,000.00 | \$ 1,500.00 | The Brick | | | | | |
| 4 | white verticle blind 32x18 | Zellers 2002 | \$ 19.99 | \$ 20.99 | Walmart | | | | | |
| 5 | jeans - mens size 42, boot cut | The Bay 1996 | \$ 120.00 | \$ 125.00 | Hollister | | | | | |
| 6 | mens dress shirt size 42 | Moore's | \$ 20.00 | \$ 25.00 | Moore's | | | | | |
| 7 | Disney Sleeping Beauty DVD | Walmart | \$ 19.88 | \$ 21.97 | Zeller's | | | | | |
| 8 | Baby Enstein rattle | Sears 2000 | \$ 13.97 | \$ 14.98 | Toys R Us | | | | | |
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**Please Do
Not Write
Here**

TOTALS