

TORT PERSONAL PROPERTY DAMAGE FORM INSTRUCTIONS

This form is used to record damage to your personal property. Damages to your personal property and residence **MUST** be documented. It is very helpful to photograph the damage. If you have photographs, submit them with your claim.

If you had household property that was damaged, you will need to complete a list of all items. The list should identify the item, such as a couch, the approximate date it was purchased, where it was purchased and the original cost. If you do have receipts, please tape them onto a sheet of paper and write down next to the receipt what it was for. You will need to have estimates for repairs, or if the item is not repairable documentation that it is not repairable.

If you had personal clothing that was damaged, provide as detailed list as possible. List the type of clothing, provide the cost of each piece of clothing, and approximate date it was purchased.

Complete the form as follows:

Name: Complete the name of the owner of the property

Date of Loss: Complete the date of the loss.

Description of Damaged Property: Provide a description of the damaged item, such as couch, bed, clothing, etc.

Quantity: Give the number of each item that was damaged.

Unit Price: Cost of each item.

Total Cost: The total of each type of item.

Date purchased: Provide a copy of the purchase receipt or the date you purchased the damaged item.

Location purchased: Provide the store you purchased the item from.

Replacement cost: Provide an estimate of the cost to replace the item.

Completed by: The name and signature of the person completing the form.

Dated: Date the form was signed.