

Business Property Loss Inventory Form

Page 1

Document damaged, destroyed, or missing business property and the evidence needed for a claim review.

Loss information

Loss date

Location

Cause / source observed

Claim number

Adjuster / insurer contact

Item record

Item / category

Brand / model

Serial number

Purchase date

Original cost

Current replacement estimate

Condition before loss

Damage / loss description

Business Property Loss Inventory Form

Page 2

Document damaged, destroyed, or missing business property and the evidence needed for a claim review.

Evidence & valuation

Receipt available

☐ Check when verified / completed

Pre-loss photo available

☐ Check when verified / completed

Post-loss photo available

☐ Check when verified / completed

Replacement quote available

☐ Check when verified / completed

Policy valuation method checked

☐ Check when verified / completed

Repair / replace decision

Disposition

Item retained for inspection

☐ Check when verified / completed

Disposed with approval

☐ Check when verified / completed

Payment / estimate received

Open documentation need