

# Schedule of Damaged Contents



Insured name:

Claim no.:

Schedule of Contents at Address:

Email: \_\_\_\_\_ Phone no: \_\_\_\_\_

*Continue on a separate sheet if necessary and ensure that every page contains your contact details, claim number, signature and the date. Items with a replacement value of \$500 or more must be supported by a quote/valuation.*

Quantity	Description / Comments (including size, make/model & serial number)	Purchase Price	Age (years)	Replacement Value (\$)	Office Use

**Remember to include your bank deposit slip.**

Claimant declaration: I declare that:

- the details given in respect of this claim are true and accurate;
- I have not withheld any material information;
- I will inform EQC if any information provided later becomes incorrect; and
- I will provide any further information required for EQC to assess this claim.

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

Page \_\_\_\_\_ of \_\_\_\_\_

# Schedule of Damaged Contents Checklist

When you make a claim for damaged contents, you need to do the following:

- Fill in the EQC Schedule of Damage Contents form (EQC001), listing your damaged items. Include the make, model and serial number.

If you need extra pages you can get them from our website:

<http://www.eqc.govt.nz/claims/make-claim/contents-claim>  
or by calling: 0800 DAMAGE (0800 326 243)

- Photograph your damaged items.
- Include valuations, quotations and receipts for items of significant value (greater than \$500). Your retailer will have records for new items you have purchased. The more information you can provide, the better.
- Provide your bank account details such as a bank deposit slip or your bank account number on bank stationery e.g. a bank statement so we can pay directly into your account.
- Ensure you include your claim number on the Schedule of Contents form, and all other supporting documents (e.g. photos, valuations) you send to EQC.
- Keep damaged items of significant value (greater than \$500) in case we need to inspect them. All other items can be disposed of at your discretion. EQC covers the cost of removal or disposal of damaged contents. To claim back disposal costs, please send your receipts to EQC, noting your claim number on the receipt.

Send your completed Schedule of Contents form and all additional information to:

Earthquake Commission  
PO Box 311  
Wellington 6140

Scan and email: [claims@eqc.govt.nz](mailto:claims@eqc.govt.nz)