

Helpful Tips

When preparing your inventory, you may find it helpful to follow these tips:

- Some people find using a home computer easier to revise. Don't forget to take a copy of your inventory with you in your accompanying baggage, and perhaps leave another copy with a friend or in your safety deposit box.
- Any item under \$100 may be grouped with any other like item under \$100 such as kitchenware, books, records, audio tapes and clothing. If you do so, you should have a brief description of the items in the groups and indicate the total replacement cost.
- It is in your own best interest to describe articles accurately. Where relevant, provide manufacturer's name, model, serial number, patterns etc. This is particularly important if you have items that are valued above the standard product, for instance, an expensive set of fine china dinnerware.
- Some items must be professionally evaluated or appraised in order for their replacement cost to be established. Remember to attach the valuation or appraisal to your inventory. These items include:
 - a) if valued at more than \$100, personally created works such as carvings, paintings, manuscripts,
 - b) if valued at more than \$300, items such as heirlooms, art objects, antiques (Certificate of Antiquity needed).
- Keep the original invoice of appraisals to substantiate ownership. This can be important when dealing with commercial insurance companies.
- Expensive lead crystal, fine bone china and silverware should be listed separately from everyday dinnerware. Be sure to indicate the number of pieces, name of the manufacturer and pattern.
- Compensation for broken china, glasses and other items in sets is settled only for the number of items actually broken, not the entire set.
- Foodstuffs, toiletries and medical supplies should be separately listed. Reimbursement is made for the loss of non-perishable foodstuffs, and not for breakage, spoilage, or damage to other effects.
- Electrical/electronic items should be identified by manufacturer, model and other relevant particulars.
- Items listed on your inventory, which are covered separately by private insurance, should be appropriately flagged, or listed separately. If this is not done, a claim against the Crown will not be considered for any damage or loss.
- Photographs or a video inventory of your possessions can be useful.
- If you will be occupying Crown-furnished accommodation, check the furnishings scheme to avoid duplication of existing items with your own household effects. Storage costs for unused Crown or personal items at the Mission are not an allowable expense. Remember in the event that something goes wrong you will have to assume responsibility for these items.