

PERSONAL PROPERTY CLAIMS CHECKLIST

Personal Property Claims require the additional following documents for the specific items claimed below:

a. **Vehicle Damage:** This does not include traffic accidents. Color photos of damaged vehicle, two (2) Repair Estimates if over \$1,000, Copy of the military police report, Copy of Military Registration, Copy of Japanese Vehicle Title, Copy of JCI Policy, and a Copy of Property Coverage Insurance Policy. Use DD Forms 1842 & DD 1844.

b. **Rental Car Guidance:** In Japan, most of dealers have available free loaner cars and most of the garages have loaner cars with inexpensive fees. Fees will be awarded for the repair period stated by the garages, not by the claimant.

1. If a claimant has another available POV, please use it.
2. If there are any available substitute transportation services (ex. train, bus), please use it.
3. If a garage has a loaner car, please use it.
4. If 1 thru 3 are not available, use a rental car with suitable period and suitable vehicle grade.

c. **Food Spoilage:** Color photos of the spoiled food, work order from housing if one was provided, and receipts for original purchase and/or re-purchase of food (if available). Use DD Forms 1842 & 1844.

d. **Damaged Clothing:** This is damage done by typhoon, flood or other housing related issue. Color photos of the damaged clothing. You must first attempt to clean your clothing through a professional laundry/dry-cleaning facility and provide receipts for cleaning. If the facility will not accept the item, provide a written statement that the item cannot be cleaned. Do not dispose of any items unless specifically instructed to do so by the Claims Office. Use DD Forms 1842 and 1844.

e. Damage to all other Personal Property: This is damage done by typhoon, flood or other housing related issue. Color photos of all personal property damaged and a work order from housing if one was provided. Note do not dispose of any large furniture items unless specifically instructed to do so by the Claim Office. Use DD Forms 1842 and 1844.

DOCUMENTS (as required) (* are mandatory):

- *DD Form 1842 (can google a fillable form)
- *DD Form 1844 (can google a fillable form)
- *Color Photos
- *Personal Property Value Form & Value Verification Form
- *Insurance Affidavit
- *Corporate Electronic Funds Transfer(CEFT) Form
- Electronic Repair Form
- Lightning & Power outage/surges confirmed through FMB
- Proof on non-reparability for all electronic items
- Theft and Larceny must have PMO or SP report
- Vandalism must have a PMO or SP report

NOTE: The DD Form 1842 must include an amount (block 9), signature block 17) and dated (block 18) the date received by the claims office.

CLAIMS DEPARTMENT / Camp Foster, Bldg. 437 1st Floor / 645-7460