Gateway *Plus*

SCHEDULED PROPERTY LISTING FORM

Name of Applicant/Insured _____	*For Administrator Use Only* ID# _____

List items of value which are to be scheduled separately on this form or a separate listing, preferably typed or printed. The list is part of your insurance record.

REQUIREMENTS

All items scheduled require a complete description.

Items scheduled that are valued at less than $10,000 **do not** require an invoice or appraisal. For items of higher value, note the following requirements:

- **Any Single Item Valued at $10,000 and above** — Include copy of current appraisal or invoice. The date of appraisal or invoice must be within five years from the effective date of insurance.
- **Any Single Item Valued at $20,000 and above** — Include current appraisal or invoice. An item in this category requires additional insurance company approval before coverage is issued.

SUBMISSION INSTRUCTIONS

Send Listing and other required documents (appraisal/invoice) to:

Gateway Plan Administrator
12421 Meredith Drive
Mail Stop GT10
Urbandale, IA 50323

Fax: 202-367-5025
Email: *internationalplans@marshpm.com*

HELPFUL HINTS

- A detailed description is important.
- Do not schedule multiple items under a bulk category (i.e. "Jewelry").
- When a scheduled item has two or more components (i.e. pair or set), this should always be identified or described. When items are part of a set, enter the total value of the set.
- Values listed in currency other than U.S. dollars will result in delay.

ITEM #	ITEM DESCRIPTION	VALUE (U.S.$)

If more space is needed, use a separate sheet.