



Household Inventory List



Three good reasons why you should take a personal property inventory:

1. If a loss should occur, it will be practically impossible to recall from memory every item that was destroyed or stolen.
2. The burden of substantiating the amount of the loss will rest upon you, the policyholder.
3. It will aid you in assuring that the amount of insurance you are carrying is adequate.

How to prepare the inventory

- Take each room separately. This will prevent you from overlooking anything.
- Photograph or videotape the room and any unusual or valuable items.
- Complete each page of the inventory.

What should be included?

- The purchase price. (Keep receipts if possible. Estimate on other items.)
- The date of purchase.
- Include serial numbers whenever possible.

Other tips to remember:

- Keep the inventory and other important information in your safe deposit box, fireproof container, or with your insurance agent.
- Add new items in the inventory list as you acquire them.

What to do if you have a loss:

- Consult your policy for instructions.
- Contact your local authorities.
- Call your insurance agent.

Some Additional Information

Photographs

- Photographs are a convenient way to keep an accurate record of the valuables you own.
- Photograph each room from four different angles.
- Individually photograph particularly rare or valuable items.
- Update photos on a regular basis as you make purchases.

Video Recordings

- If you have a video recorder, you may want to videotape your valuables.
- You may also want to include a description of the room or special items on the video.

Be sure to keep your written inventory, video, and photos in a safe deposit box, fireproof container or with your insurance agent.

Household Inventory & Insurance Record

Notes

Home Owner

Name _____

Address _____

City _____

State _____ Zip Code _____

Date Inventory Completed

First Completed _____

Updated _____

Updated _____

Updated _____

Library/Den/Family Room

<u>Article</u>	<u>Date Purchased</u>	<u>\$ Value</u>
Carpets/rugs _____	_____	_____
Draperies _____	_____	_____
Blinds/shades _____	_____	_____
Couches _____	_____	_____
Chairs _____	_____	_____
Bookcases _____	_____	_____
Fireplace Fixtures _____	_____	_____
Lamps _____	_____	_____
Desks _____	_____	_____
Pictures _____	_____	_____
Mirrors _____	_____	_____
Tables _____	_____	_____
_____	_____	_____
_____	_____	_____
Total Value _____		

Fine Arts

<u>Article</u>	<u>Date Purchased</u>	<u>\$ Value</u>
Collections (coin, stamp, etc) _____	_____	_____
Books _____	_____	_____
Paintings _____	_____	_____
Statues _____	_____	_____
Bric-A-Brac _____	_____	_____
_____	_____	_____
Total Value _____		

Kitchen/Pantry/Bkfst Room

<u>Article</u>	<u>Date Purchased</u>	<u>\$ Value</u>
Floor Coverings _____	_____	_____
Curtains _____	_____	_____
Tables _____	_____	_____
Chairs _____	_____	_____
Oven/Stove _____	_____	_____
Refrigerator _____	_____	_____
Dishwasher _____	_____	_____
Clocks _____	_____	_____
Vacuum cleaner _____	_____	_____
Wines/liquors _____	_____	_____
Microwave _____	_____	_____
Dishes _____	_____	_____
Cutlery _____	_____	_____
Cookware _____	_____	_____
Flatware _____	_____	_____
Linens _____	_____	_____
Compactor _____	_____	_____
Small appliances _____	_____	_____
_____	_____	_____
_____	_____	_____
Total Value _____		

Bedroom #2

<u>Article</u>	<u>Date Purchased</u>	<u>\$ Value</u>
Rugs	_____	_____
Draperies	_____	_____
Blinds/Shades	_____	_____
Beds	_____	_____
Mattresses	_____	_____
Box Springs	_____	_____
Dressers	_____	_____
Chests	_____	_____
Tables	_____	_____
Lamps	_____	_____
Accessories	_____	_____
Chairs	_____	_____
Clocks	_____	_____
Pictures	_____	_____
Mirrors	_____	_____
Linens	_____	_____
Pillows	_____	_____
Mirrors	_____	_____
Blankets	_____	_____
Bedspreads	_____	_____
_____	_____	_____

Total Value _____

Bedroom #3

<u>Article</u>	<u>Date Purchased</u>	<u>\$ Value</u>
Rugs	_____	_____
Draperies	_____	_____
Blinds/Shades	_____	_____
Beds	_____	_____
Mattresses	_____	_____
Box Springs	_____	_____
Dressers	_____	_____
Chests	_____	_____
Tables	_____	_____
Lamps	_____	_____
Accessories	_____	_____
Chairs	_____	_____
Clocks	_____	_____
Pictures	_____	_____
Mirrors	_____	_____
Linens	_____	_____
Pillows	_____	_____
Mirrors	_____	_____
Blankets	_____	_____
Bedspreads	_____	_____
_____	_____	_____

Total Value _____

Bedroom #4

<u>Article</u>	<u>Date Purchased</u>	<u>\$ Value</u>
Rugs	_____	_____
Draperies	_____	_____
Blinds/Shades	_____	_____
Beds	_____	_____
Mattresses	_____	_____
Box Springs	_____	_____
Dressers	_____	_____
Chests	_____	_____
Tables	_____	_____
Lamps	_____	_____
Accessories	_____	_____
Chairs	_____	_____
Clocks	_____	_____
Pictures	_____	_____
Mirrors	_____	_____
Linens	_____	_____
Pillows	_____	_____
Mirrors	_____	_____
Blankets	_____	_____
Bedspreads	_____	_____
_____	_____	_____

Total Value _____

Nursery

<u>Article</u>	<u>Date Purchased</u>	<u>\$ Value</u>
Rugs	_____	_____
Draperies	_____	_____
Blinds/Shades	_____	_____
Bassinet	_____	_____
Mattresses	_____	_____
Box springs	_____	_____
Chests	_____	_____
Bedding	_____	_____
Blankets	_____	_____
Pictures	_____	_____
Mirrors	_____	_____
Dressers	_____	_____
Tables	_____	_____
Chairs	_____	_____
Clocks	_____	_____
Lamps	_____	_____
Scales	_____	_____
Carriages	_____	_____
Strollers	_____	_____
Playpen	_____	_____
Toys	_____	_____

Total Value _____

Personal Effects - Men

Article	Date Purchased	\$ Value
Coats		
Jackets		
Suits		
Slacks		
Shirts		
Shoes		
Boots		
Hats		
Belts		
Sweaters		
Ties		
Socks		
Underwear		
Formal wear		
Beachwear		
Sportswear		
Glasses		
Contact lenses		
Wallets		
Colognes		
Accessories		

Total Value _____

Personal Effects - Women

Article	Date Purchased	\$ Value
Coats		
Dresses		
Hats		
Shoes		
Sweaters		
Blouses		
Skirts		
Slacks		
Shorts		
Suits		
Gloves		
Boots		
Lingerie		
Formal Wear		
Sportswear		
Beachwear		
Handbags		
Scarves		
Perfumes		
Accessories		

Total Value _____

