

Keeping an inventory of the items in your house can be helpful if you have an insurance claim.

Preparing a list before something happens is easier than trying to write a list from memory later. A detailed inventory can also speed up the claims process and help prove tax deductible, uninsured losses.

**Tips for making your home inventory:**

- ✓ Make your inventory as complete and detailed as possible. Your insurance company will require a detailed list of your personal property before paying your claim. Update your inventory regularly to add new items.
- ✓ List purchase dates, values, serial numbers, and brand names. Keep receipts for expensive items.
- ✓ Keep a detailed inventory of your clothing and accessories, including shoes and jewelry. Attach extra sheets to your inventory if you need to make longer lists.
- ✓ Take pictures and video of each room in your house. Don't forget closets, storage buildings, the attic, and the garage. Open drawers and take pictures of the contents. Label the pictures and video with the date they were taken.
- ✓ Keep your inventory, pictures and video, a copy of your insurance policy, and any appraisal reports in a secure spot. Think about keeping a copy in a secure place away from your house, such as in a safe deposit box, at work, or at the house of a friend or relative.
- ✓ Save your pictures, videos, and any documents on a computer. It might be a good idea to email them to yourself and keep them in archives so you can access them wherever you can log onto a computer.
- ✓ Review your policy's personal property coverage limit annually, and be sure the limits are high enough to cover the items on your home inventory. Personal property coverage pays if the items in your house (such as furniture, clothing, and appliances) are damaged, destroyed, or stolen.
- ✓ Homeowners policies usually offer limited coverage on certain personal property, such as jewelry and furs. You may be able to buy more coverage for an extra premium. Tell your agent or company about any special items you have that you'd like to insure.

| ITEM                          | PURCHASE DATE | PRICE |
|-------------------------------|---------------|-------|
| <b>LIVING ROOM</b>            |               |       |
| Sofa/couch                    |               |       |
| Loveseat                      |               |       |
| Chairs                        |               |       |
| Coffee table                  |               |       |
| End tables                    |               |       |
| Lamps                         |               |       |
| Area rugs                     |               |       |
| Curtains/drapes               |               |       |
| Decorative items              |               |       |
|                               |               |       |
|                               |               |       |
|                               |               |       |
| <b>FAMILY ROOM/DEN/OFFICE</b> |               |       |
| Sofa/couch                    |               |       |
| Loveseat                      |               |       |
| Chairs                        |               |       |
| Coffee table                  |               |       |
| End tables                    |               |       |
| Entertainment center          |               |       |
| Bookcases                     |               |       |
| Books                         |               |       |
| Desk/table                    |               |       |
| Computer chair                |               |       |
| Lamps                         |               |       |
| Area rugs                     |               |       |
| Curtains/drapes               |               |       |
| Decorative items              |               |       |
|                               |               |       |
|                               |               |       |
|                               |               |       |
|                               |               |       |
| <b>DINING ROOM</b>            |               |       |
| Dining table                  |               |       |
| Chairs                        |               |       |
| China cabinet                 |               |       |
| Buffet                        |               |       |
| China/tableware               |               |       |
| Crystal/glassware             |               |       |
| Silverware                    |               |       |
| Area rugs                     |               |       |
| Decorative items              |               |       |
|                               |               |       |
|                               |               |       |
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|                               |               |       |
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|                               |               |       |

| ITEM                        | PURCHASE DATE | PRICE |
|-----------------------------|---------------|-------|
| <b>KITCHEN/LAUNDRY ROOM</b> |               |       |
| Table                       |               |       |
| Chairs                      |               |       |
| Stove                       |               |       |
| Refrigerator                |               |       |
| Dishwasher                  |               |       |
| Washer                      |               |       |
| Dryer                       |               |       |
| Microwave                   |               |       |
| Toaster                     |               |       |
| Can opener                  |               |       |
| Blender                     |               |       |
| Mixer                       |               |       |
| Coffee maker                |               |       |
| Plates/dishes               |               |       |
| Pots/pans                   |               |       |
| Cutlery                     |               |       |
| Utensils                    |               |       |
| Glassware                   |               |       |
| Area rugs                   |               |       |
| Decorative items            |               |       |
|                             |               |       |
|                             |               |       |
|                             |               |       |
|                             |               |       |
| <b>OTHER</b>                |               |       |
| Fireplace fixtures          |               |       |
| Books                       |               |       |
| CDs                         |               |       |
| Records                     |               |       |
| Cameras                     |               |       |
| Furs                        |               |       |
| Coin collection             |               |       |
| Stamp collection            |               |       |
| Memorabilia                 |               |       |
| Piano                       |               |       |
| Musical instruments         |               |       |
| Sewing machine              |               |       |
| Luggage                     |               |       |
| Holiday decorations         |               |       |
| Toys                        |               |       |
| Games                       |               |       |
|                             |               |       |
|                             |               |       |
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# Home Inventory Checklist


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