

INSURANCE CENTER ASSOCIATES

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Home Inventory

Things to know and keep Safe:

No one plans to lose their valuables and other belongings in a burglary, fire, or natural disaster. If you lose your home, would you be able to report exactly what you lost to the police, IRS, or to your insurance agent? Do you know who to call

It's easier to do an collect this info and do inventory of your home now rather than sitting down afterward and attempting to remember a lifetime worth of numbers and purchases.

Start Today

Use the Personal Property Inventory & Calculator on the worksheet to the right to complete your household inventory. Write down any valuable items with their serial numbers. Attach receipts, if possible.

Remember to include furniture, appliances, carpeting, jewelry, artwork, toys and the contents of your closets, cabinets and drawers. Contact your independent insurance agent with questions or concerns.

Play It Safe With A Video

Videotaping each room of your house can make taking inventories easier. Photographs and a tape recorder can substitute for a video camera.

Your video inventory should contain verbal descriptions of major assets as well as their value. Remember your garage, attic, basement and the exterior of the house, plus your landscaping and fencing. If possible, make it a family project by having everyone take turns describing the objects in your home.

Store the video or photographs along with this inventory in a safe-deposit box and send a copy to a friend or relative.

Don't Forget Important Documents

Extremely important documents should be photocopied. Keep one copy in your home and the original, where possible, in a safe-deposit box. Important items include, but are not limited to, the following:

- * **House**--Escrow, title, deed, insurance policy.
- * **Personal**--Birth certificates, medical history, passports, insurance certificates, credit card numbers, will.
- * **Automobile**--Certificates of ownership, finance contracts, registrations, insurance policy, driver's licenses.
- * **Finance**--Account numbers for checking and savings accounts, CDs, stocks, bonds, other significant investments.
- * **Tax**--Copies of the first two pages of your state and federal returns for the past five years.
Complete returns with appropriate receipts and canceled checks should be kept in a separate file box.

How much should you insure your home for? Call us and we'll help you complete a home replacement cost estimate.

[CLICK HERE TO GO TO THE PROPERTY INVENTORY PAGE](#)

Personal Property Inventory for: _____

Date: _____

Room	Article	Purch Date	Serial # / Other info	# of Items	Estm Price	Total
						\$ -
Living Room		Purch Date	Serial # / Other info	# of Items	Estm Price	Total
	Carpet/rugs					
	Curtains/drapes					
	Sofas					
	Ottomans					
	Chairs					
	Coffee tables					
	End tables and contents					
	Desks and contents					
	Wall hangings					
	Clocks					
	Lamps					
	Entertainment center					
	Television/VCR					
	Camcorder					
	Videotapes					
	Video games					
	Radio/stereo					
	Compact discs/tapes					
	Bookcases					
	Books					
	Musical instruments					
	Plants/planters					
	Mirrors					
	Collectibles/knickknacks					
	Other					
TOTAL LIVING ROOM				0		\$ -
Dining Room		Purch Date	Serial # / Other info	# of Items	Estm Price	Total
	Curtains/drapes					
	Carpet/rugs					
	Buffet					
	Tables					
	Chairs					
	China cabinet					
	China					
	Silverware					
	Crystal					
	Glassware					
	Clocks					
	Lamps/fixtures					
	Serving table/cart					
	Table linens					
	Wall hangings					
	Other					
TOTAL DINING ROOM				0		\$ -
Bathrooms		Purch Date	Serial # / Other info	# of Items	Estm Price	Total
	Clothes hamper					
	Curtains					
	Wall hangings					
	Dressing table					
	Toilet articles					
	Electrical appliances					
	Scale					
	Shower curtains					
	Linens					
	Rugs					
	Other					
TOTAL BATHROOMS				0		\$ -
Kitchen		Purch Date	Serial # / Other info	# of Items	Estm Price	Total

Personal Property Inventory for: _____

Date: _____

Room	Article	Purch Date	Serial # / Other info	# of Items	Estm Price	Total
	Chairs					
	Linens					
	Curtains					
	Cabinets					
	Lighting fixtures					
	Bowls					
	Pots/pans					
	Utensils					
	Cutlery					
	Dishes					
	Refrigerator					
	Stove					
	Dishwasher					
	Disposal unit					
	Freezer					
	Washer					
	Dryer					
	Small appliances					
	Clocks					
	Radios					
	Step stool					
	Television					
	Microwave					
	Food/supplies					
	Wall hangings					
	Other					
TOTAL KITCHEN				0		\$ -

Bedrooms	Purch Date	Serial # / Other info	# of Items	Estm Price	Total	
	Books					
	Chairs					
	Carpet/rugs					
	Curtains/drapes					
	Beds					
	Linens					
	Mattresses					
	Cedar chest					
	Desk and contents					
	Dressers and contents					
	Dressing table					
	Night tables					
	Lamps					
	Mirrors					
	Clocks					
	Radios					
	Sewing machine					
	Television/VCR					
	Toilet articles					
	Computer equipment					
	Games					
	Toys					
	Collectibles/knickknacks					
	Clothing - Male					
	Clothing - Female					
	Clothing - Child (each)					
	Shoes					
	Wall hangings					
	Other					
TOTAL BEDROOMS				0		\$ -

Garage / Attic / Basement	Purch Date	Serial # / Other info	# of Items	Estm Price	Total
	Luggage/trunks				
	Exercise/sports equipment				
	Toys				

Personal Property Inventory for: _____

Date: _____

Room	Article	Purch Date	Serial # / Other info	# of Items	Estm Price	Total
	Outdoor games					
	Ornamental lawn items					
	Lawn mower					
	Shovels					
	Spreaders					
	Sprinklers/hoses					
	Wheelbarrow					
	Snow blower					
	Ladders/step stools					
	Workbench					
	Carpentry tools/ supplies					
	Canned goods/supplies					
	Pet supplies					
	Garden tools/supplies					
	Other					
TOTAL GARAGE / ATTIC / BASEMENT				0		\$ -

Patio / Porch	Purch Date	Serial # / Other info	# of Items	Estm Price	Total
	Floor covering				
	Outdoor cooking equipment				
	Plants/planters				
	Tables				
	Umbrella				
	Other				
TOTAL PATIO / PORCH			0		\$ -

Note:

For Condo Polices Add:

	Purch Date	Serial # / Other info	# of Items	Estm Price	Total
	Kitchen Cupboards				
	Kitchen Counters / Sink				
	Built-in Appliances				
	Built in Bookshelves				
	Bathroom Cupboards				
	Bathroom Counters / Sinks				
	Bathroom Tile/Stone Showers/Tubs				
	Floors - Carpet				
	Floors - Tile / Stone				
	Floors - Wood				
TOTAL CONDO ADDITIONAL			0		\$ -

TOTAL INVENTORY	0		\$ -
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Other Suggestions:

- Attach receipts or copies of valuable items to this document*
- Do a Video of each room, showing an describing important or valuable items*
- Take Photos of important or valuable items*

Store this and any video tapes / Photos in a Safe Deposit Box or Fire Safe

- Don't forget to include copies of Important papers*
- Escrow, Title, Deed, Insurance*
- Birth Certificates, passports, credit cards*
- Account numbers for check savings, CD's, Stocks, Etc.*
- First Two pages of your tax returns for past 5 years*



Insurance Center Associates
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