

BUILDING A HOME INVENTORY

The information you put into this home inventory file can make an insurance claim settlement faster and easier. With this file, you will have a record of your property in order to help make an accurate insurance claim. Please keep your home inventory file

in a safe deposit box or another safe place outside your home. It would be helpful if you made a copy of this file and other important papers such as birth certificates, deeds, etc. and put the originals into safekeeping.

HOME INVENTORY TIPS

- List every item of value in your house.
- Include the serial numbers of all items that have them.
- Continuously update your home inventory as you acquire new items.
- Keep all receipts along with a description of the items.
- Keep a detailed record of antiques, jewelry, major appliances and collector's items.

PHOTO TIPS

- Take both wide angles and close-up shots.
- Have a family member in all pictures to help verify ownership.
- To demonstrate quantity of clothing, open closet doors. Take pictures of open drawers to show contents.
- When taking pictures of a shiny or reflective surface, hold camera at a 45 degree angle.

LIVING ROOM

No. of Articles	Article Description	Year Purchased	Total Original Cost	Estimate Present Value

TAPE PHOTOS HERE

Start at bottom
tape & layer each photo

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MASTER BEDROOM

No. of Articles	Article Description	Year Purchased	Total Original Cost	Estimate Present Value

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MASTER CLOSET

No. of Articles	Article Description	Year Purchased	Total Original Cost	Estimate Present Value

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BEDROOM 2

No. of Articles	Article Description	Year Purchased	Total Original Cost	Estimate Present Value

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BEDROOM 3

No. of Articles	Article Description	Year Purchased	Total Original Cost	Estimate Present Value

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BEDROOM(S) CLOSET(S)

No. of Articles	Article Description	Year Purchased	Total Original Cost	Estimate Present Value

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FAMILY ROOM/DEN

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MISCELLANEOUS ITEMS

No. of Articles	Article Description	Year Purchased	Total Original Cost	Estimate Present Value

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BATHROOM(S)

No. of Articles	Article Description	Year Purchased	Total Original Cost	Estimate Present Value

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HOME OFFICE/STUDY

No. of Articles	Article Description	Year Purchased	Total Original Cost	Estimate Present Value

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ATTIC/BASEMENT/GARAGE

No. of Articles	Article Description	Year Purchased	Total Original Cost	Estimate Present Value

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DINING ROOM

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PATIO/DECK/SHED

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OTHER CLOSETS/STORAGE AREAS

No. of Articles	Article Description	Year Purchased	Total Original Cost	Estimate Present Value

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ART/ANTIQUES/JEWELRY & OTHER VALUABLES

No. of Articles	Article Description	Year Purchased	Total Original Cost	Estimate Present Value

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OTHER

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INVENTORY SUMMARY

No. of Articles	Article Description	Total Original Cost	Estimate Present Value
	Living Room		
	Master Bedroom		
	Master Closet		
	Bedroom 2		
	Bedroom 3		
	Bedroom(s) Closet(s)		
	Family Room/Den		
	Miscellaneous Items		
	Bathrooms		
	Home Office/Study		
	Attic/Basement/Garage		
	Dining Room		
	Patio/Deck/Shed		
	Other Closets/Storage Areas		
	Art/Antiques/Jewelry & other valuables		
	Other		
Grand Total			
Total amount of your present insurance on personal property			