

Life happens. Accidents happen.

Fire, theft or other unforeseen circumstances can result in loss of property, but that doesn't mean you have to lose your peace of mind.

Don't get caught unprepared. Should you experience a loss, a thorough inventory checklist and proof of ownership can make the claim process faster and more efficient. Taking inventory of all your belongings is a time-consuming yet necessary precaution every homeowner should take, and this checklist will help you compile your home inventory, room by room. A good home inventory includes a detailed list of your possessions, including receipts, descriptions, and photos or video of your home's contents.

Before you begin, here are a few helpful tips on how to efficiently gather a home inventory:

- **Be accurate and detail-oriented.** Make your list using the Home Inventory Checklist, and document the following information:
 - > The name of the item and a quick description
 - > Where and when you bought it
 - > How much it cost (if you still have the receipts, staple them to the back of your list.)
 - > Serial numbers and brand for any major appliances or electronic equipment
- **Take pictures or video.** If you have a point-and-shoot camera or a video camera, take pictures or video of your most valuable items. Store the pictures or video with your list—e.g., in a remote location such as a safety deposit box at your bank, or upload scans, images, clips to an online storage space.
- **Go room by room.** Making a list of everything you own can seem so daunting that you might not even know where to start. Don't think of the house in its entirety; take it room by room. Working on one room per week is much less overwhelming, and allows you to more efficiently gather the information you need.
- **Keep the list updated.** Be sure to annually update your list. Each year, add any new items you've purchased to your inventory checklist. For easy updates, you might choose to keep a spreadsheet online (e.g., fill out an Excel spreadsheet and email it to yourself, or keep track on a GoogleDoc spreadsheet) instead of handwriting on a printed copy.
- **Don't keep the list in your home.** Your list won't do you any good if it's in the same place that your loss has occurred. Keep it in a safety deposit box at your bank or use online storage.

INSTRUCTIONS:

Using the following pages as a guide, please itemize according to Room Category and/or Item Category, and tabulate totals on the final Totals page. You may choose to print and fill out pages manually or create your own spreadsheet.

Please make sure to not duplicate entries. For example, if listing “refrigerator” in the Kitchen (Room Category section), do not list again in the Appliances (Item Category section).

EXAMPLES OF ITEMS TO INCLUDE ACCORDING TO ROOM CATEGORY

Attic/Basement/Storage Room	Desk	Desk	Rugs
Furniture	Dressers and Contents*	Fireplace Equipment	Tables
Luggage	Dressing Table	Lamps	
Other Storage Units*	Lamps	Recliner	Kitchen/Laundry Room
Other Equipment*	Rug	Rugs	Appliances
Shelving Units	Tables	Table	Cabinets and Contents*
Tables	Wall Shelves		Crystal
Trunk and Contents*		Garage	Cutlery
Workbench	Dining Room	Auto Equipment	Dishwasher
	Crystal	Garden Tools*	Dinnerware
Bathroom	China	Lawn Furniture	Flatware
Cabinets and Contents*	Dining Chairs	Lawn Games	Glassware
Closet Contents*	Dining Room Table	Lawn Mower	Ironing Board
Electrical Appliances	Sideboard	Other Tools*	Kitchen Utensils
Linens	Silverware/Goldware	Power Tools*	Pots and Pans
	Table Linens	Snow Blower	Refrigerator
Bedroom	Family Room/Den/Office	Storage Units	Washer/Dryer
Bed	Bookcases		Living Room/
Bedding	Books	Hall	Couch
Books	Cabinets and Contents*	Cabinets and Contents*	Coffee Table
Chairs	Couch	Chairs	Lamp
Chests and Contents*	Chairs	Closet Contents*	Rug
Closet Contents*		Lamps	

*Where applicable, itemize contents in extra space provided.

EXAMPLES OF ITEMS TO INCLUDE ACCORDING TO ITEM CATEGORY

Appliances	Collector’s Items	Stereo Equipment	Necklaces
Blender	Antiques	Televisions	Rings
Food Processor	Art	VCR/DVD/BluRay Players	Watches
Refrigerator	Figurines	Video Equipment	
Stove/Oven	Paintings	Hobbies	Sports Equipment
Toaster	Rare Coins	Craft Materials	Bikes
Washer/Dryer	Sculptures	Photography	Bowling Equipment
		Musical Instruments	Exercise Equipment
Clothing	Electronics	Toys	Fishing Equipment
Coats	Calculators		Golf Equipment
Dresses	Computers (Desktop, Laptop, Tablets)	Jewelry, Furs, and Precious Metal Items (Gold, Silver, Pewter, Etc.)	Guns
Gowns	Computer Accessories (Fax, Scanner, Printer, etc.)	Bracelets	Skis
Pants	Game Systems (Nintendo, Playstation, Xbox360, etc.)	Brooches	Swim and Diving Gear
Shirts		Earrings	Stationary Bike
Shoes			Tennis Rackets
Suits			Treadmill

