

Keeping Inventory



Personal Property Inventory Checklist

Keep Track Of What Is Important To You!

Use this inventory checklist to record personal property.

Your home is probably filled with a combination of necessities and life's little luxuries. From the most comfortable sofa you've ever slept on to that silverware set your great-grandmother passed down, think of how difficult it would be to remember each and every item you had if you ever experienced a loss. Taking a written inventory of your possessions can help assure that you won't forget when it really matters.

Why take the time to inventory?

Taking a room-to-room inventory of your personal property ahead of time is a great way to alleviate the worry of remembering later. Recording the item and its value can also help assure that your claim is handled smoothly when the value of damaged or stolen articles is determined. Be sure to complete your household inventory as soon as possible.

Record the items in each category.

Enter the items in the appropriate category, noting the quantity, the approximate date of purchase and the purchase price. Remember to check the contents of cupboards and closets. If there are items that do not appear on the list, add these items to the bottom of each chart.

Store the inventory in a safe place.

Once you've completed the inventory, be sure to store it in a safe place such as a safe deposit box or a fireproof container. In addition, make a copy for your agent's file. This information will help your agent

Ask your agent about additional property coverage:

- Personal Property Replacement Coverage
- Earthquake and Volcanic Eruption Coverage
- Extended Coverage on Jewelry, Watches and Furs
- Special Coverage for Boats, Motors and Boating Equipment
- Scheduled Coverage for Specific Valuables

Kitchen & Pantry			
<i>Item</i>	<i>QTY.</i>	<i>Purchase Date</i>	<i>Purchase Price</i>
Stove & Range Hood			
Microwave Oven			
Fridge & Contents			
Freezer & Contents			
Dishwasher			
Table and Chairs			
Electrical Appliances			
Pots and Pans			
Silverware			
Kitchen Utensils			
Dishes			
Glasses			
Liquor, Wines			
Canned Goods			
Brooms, Mops			
Cleaning Materials			
Stools			
Clocks			
Curtains, Blinds			
Pictures, Decorations			
		Property Value	\$

Living Room			
<i>Item</i>	<i>QTY.</i>	<i>Purchase Date</i>	<i>Purchase Price</i>
Sofas			
Chairs			
Tables			
Table Accessories			
Desk and Accessories			
Shelves			
Bookcases			
Clocks			
Mirrors			
Chests			
Lamps			
Pillows & Throws			
Fireplace Accessories			

Curtains, Blinds			
Rugs, Carpets			
Pictures, Decor			
		Property Value	\$

Dining Room			
<i>Item</i>	<i>QTY.</i>	<i>Purchase Date</i>	<i>Purchase Price</i>
Dining Table			
Chairs			
Serving Cart			
China Cabinet			
Chests			
Mirrors			
Tablecloths, Napkins			
Placements			
China			
Silverware			
Glassware			
Curtains, Blinds			
Rugs, Carpets			
Pictures Décor			
		Property Value	\$

Living Room			
<i>Item</i>	<i>QTY.</i>	<i>Purchase Date</i>	<i>Purchase Price</i>
Sofas			
Chairs			
Tables			
Table Accessories			
Desk and Accessories			
Shelves			
Bookcases			
Clocks			
Mirrors			
Chests			
Lamps			

Mirrors			
Scales			
Toiletries			
Pictures & Décor			
		Property Value	\$

Audio & Visual Equipment			
<i>Item</i>	<i>QTY.</i>	<i>Purchase Date</i>	<i>Purchase Price</i>
Television Sets			
Stereos			
Speakers			
Entertainment Center			
Cosmic Disc Players			
Video Cassette Recorders			
DVD Players			
Records, Tapes, Discs			
Media Storage Cabinet			
Radios			
Telephone			
Projector Screens			
Musical Instruments			
Piano, Bench			
Camera Equipment			
		Property Value	\$

CLOTHING-CHILDREN



ITEM	QTY.	DATE PURCHASED	PURCHASE PRICE
Dresses			
Suits			
Coats			
Raincoats			
Jackets			
Sweaters			
Skirts			
Pants			
Shorts			
Jeans			
Shirts			
Blouses			
Swimwear			
Winter Sportswear			
Hats, Caps			
Gloves, Mittens			
Shoes, Boots, Slippers			
Purses			
Billfolds			
Ties, Scarves			
Socks			
Underwear			
Belts			
Sleepwear			
Robes			
Costume Jewelry			
Luggage			
PROPERTY VALUE			

CLOTHING-MEN



ITEM	QTY.	DATE PURCHASED	PURCHASE PRICE
Suits			
Coats			
Raincoats			
Jackets			
Pants			
Shorts			
Jeans			
Shirts			
Sweaters			
Swimwear			
Winter Sportswear			
Hats, Caps			
Gloves, Mittens			
Shoes, Boots, Slippers			
Socks			
Billfolds			
Ties, Scarves			
Belts			
Underwear			
Pajamas			
Robes			
Costume Jewelry			
Luggage			
PROPERTY VALUE			

Pillows & Throws			
Pool Table			
		Property Value	\$

Valuables			
<i>Item</i>	<i>QTY.</i>	<i>Purchase Date</i>	<i>Purchase Price</i>
Furs			
Watches			
Rings			
Necklaces			
Bracelets			
Earrings			
Money			
Securities			
Guns			
Computer Equipment			
Silverware			
Fine Arts			
Stamps Coins			
Oriental Rugs			
Tools			
		Property Value	\$

Yard, Garage, & Workshop			
<i>Item</i>	<i>QTY.</i>	<i>Purchase Date</i>	<i>Purchase Price</i>
Outdoor Furniture			
Hot Tub			
BBQ equipment			
Lawn Mower			
Garden Tools			
Power and Hand Tools			
Automobile Accessories			
Pool Equipment			
Snow Removal Equipment			

Ladders			
		Property Value	\$

Appliances			
<i>Item</i>	<i>QTY.</i>	<i>Purchase Date</i>	<i>Purchase Price</i>
Washing Machine			
Dryer			
Iron			
Ironing Board			
Sewing Machine			
Air Conditioner			
Humidifier			
Dehumidifier			
Vacuum Cleaners			
Heaters			
Fans			
		Property Value	\$

Personal inventory Summary			
<i>Item</i>	<i>QTY.</i>	<i>Purchase Price</i>	
Kitchen & Pantry			
Dining Room			
Living Room			
Bedroom 1			
Bedroom 2			
Bedroom 3			
Bedroom 4			
Bathroom(s)			
Audio & Visual Equipment			
Clothing-Children			
Clothing-Men			
Clothing-Women			
Hobby & Sports Equipment			
Valuables			
Appliances			
Yard, Garage, & Workshop			

Automobile Accessories			
Pool Equipment			
Snow Removal Equipment			
Ladders			
Total Value of Personal Property		\$	

Summary	Total
<i>Total Value of Personal Property</i>	
<i>Amount of Insurance</i>	
<i>Difference</i>	