Personal Property Inventory

If it were necessary, would you be able to list all of your belongings off the top of your head? Not many of us would. That's why it's so important to keep a detailed list of all your belongings, in case your home is ever broken into, or damaged / destroyed by fire. Detailed records of antiques, jewelry, silver, sporting goods, major appliances and collector's items are very important, as these items are difficult to value once they're lost.

Conduct a room-by-room inventory of your home. Don't forget to inventory closets, the attic and the basement. Try to keep receipts for major purchases as these usually provide the name of the manufacture, model, serial number, etc. Photographs of rooms or individual items are helpful. Also useful is a tape-recording inventory of books, records, collections, etc.

Filling in this personal property inventory now will make things so much easier for you at claim time. Remember to update it regularly and keep it in a safe place away from your dwelling, i.e. your office or a safety deposit box. If you have any questions, please contact your personal Service Supervisor.

Living Room						Dining Room					
Number or Items	Item	Date Purchased	Purchase Price	Replacement Cost*	Number or Items	Item	Date Purchased	Purchase Price	Replacement Cost*		
	Armchairs and chairs					Carpets and rugs					
	Books					Chairs					
	Bookshelves					Chinaware					
	Carpets and rugs					Crystal					
	Clocks					Curtains / Drapes / Blinds					
	Closets and Contents					Dressers and Contents					
	Curtains / Drapes / Blinds					Knife sets					
	Lamps					Lamps					
	Mirrors					Mirrors					
	Musical instruments					Paintings, etc.					
	Paintings, etc.					Shelves					
	Radio					Sideboard					
	Records / CD's					Silverware					
	Sofas					Tables					
	Stereo / CD Player					Table-linen					
	Tables										
	Television										
	Games (PlayStation, XBox)										
		TOTAL	\$	\$			TOTAL	\$	\$		



Kitchen					Family Room				
Number or Items	Item	Date Purchased	Purchase Price	Replacement Cost*	Number or Items	Item	Date Purchased	Purchase Price	Replacemen Cost*
	Cabinets and contents					Armchairs and chairs			
	Chairs					Books			
	Clocks					Bookshelves			
	Cleaning appliances					Carpets and rugs			
						Clocks			
						Closets and contents			
						Curtains / Drapes / Blinds			
						Desk			
	Cupboard contents					Lamps			
	Dishes					Mantelpiece ornaments			
	Floor covering					Mirrors			
	Food					Musical instruments			
	Freezer					Paintings, etc.			
	Fridge					Radios			
	Pots and pans					Records			
	Pull-out dishwasher					Shelves			
	Radio					Sofas			
	Small appliances					Stereo / CD Player			
						Sundry items			
						Tables			
	Microwave oven					Television			
	Stove					Videotapes			
						Games (PlayStation, XBox)			
		TOTAL	\$	\$			TOTAL	\$	\$

	Bathroom					Entrance Hall & Passages				
Number or Items	Item	Date Purchased	Purchase Price	Replacement Cost*	Number or Items	Item	Date Purchased	Purchase Price	Replacement Cost*	
	Appliances					Carpets and rugs				
	Bathroom Scales					Chairs				
	Cabinets and contents					Clocks				
	Carpets and rugs					Closets and contents				
	Closet contents					Curtains / Drapes / Blinds				
	Curtains / Drapes / Blinds					Lamps				
	Linens					Mirrors				
	Mirrors					Musical instruments				
	Shelves					Paintings, etc.				
	Sundry Items					Radio				
	Toiletries					Records / CD's				
	mom. r		Α Τ	¢		Sofas				
		TOTAL	\$	\$		Stereo / CD Player				
	Miscella	neous				Tables				
Number	T	Date Purch	Purchase			Television				
or Items	Item	Purchased	Price			Games (PlayStation, XBox)				
		-						-		
		TOTAL	\$	\$			TOTAL	\$	\$	

Master Bedroom						Bedroom 2				
Number or Items	Item	Date Purchased	Purchase Price	Replacement Cost*	Number or Items	Item	Date Purchased	Purchase Price	Replacement Cost*	
	Armchairs and chairs					Armchairs and chairs				
	Bedding					Bedding				
	Beds					Beds				
	Books					Books				
	Bookshelves					Bookshelves				
	Bureaus and contents					Bureaus and contents				
	Carpets and rugs					Carpets and rugs				
	Clocks					Clocks				
	Closet contents					Closet contents				
	Curtains / Drapes / Blinds					Curtains / Drapes / Blinds				
	Desk					Desk				
	Dressing table					Dressing table				
	Lamps					Lamps				
	Mattresses & Box Springs					Mattresses & Box Springs				
	Mirrors					Mirrors				
	Paintings, etc.					Paintings, etc.				
	Radio / Stereo / CD Player / DVD					Radio / Stereo / CD Player				
	Tables					Tables				
	Television					Television				
	Videotape					Wardrobe and contents				
	Wardrobe and contents					DVD / VHS				
	Cameras					Games (PlayStation, XBox)				
	Camcorders									
		TOTAL	\$	\$			TOTAL	\$	\$	

Bedroom 3					Basement, Shed & Garage				
Number or Items	Item	Date Purchased	Purchase Price	Replacement Cost*	Number or Items	Item	Date Purchased	Purchase Price	Replacement Cost*
	Armchairs and chairs					Automatic accessories			
	Bedding					Camping equipment			
	Beds					Dehumidifier			
	Books					Dryer			
	Bookshelves					Food			
	Bureaus and contents					Fuel			
	Carpets and rugs					Gardening tools			
	Clocks					Heating equipment			
	Closet contents					Lawn furniture			
	Curtains / Drapes / Blinds					Lawnmower			
	Desk								
	Dressing table								
	Lamps								
	Mattresses & Box Springs								
	Mirrors								
	Paintings, etc.								
	Radio / Stereo / CD Player								
	Tables								
	Television								
	Wardrobe and contents								
	DVD / VHS								
	Games (PlayStation, XBox)								
		TOTAL	\$	\$			TOTAL	\$	\$

SUMMARY

Date of initial inventory _		
Revised _		
	Cost	*Replacement Cost
Living Room _	5	
Entrance hall and Passages	5	\$
Dining Room _	5	
	5	
	5	
Basement, Shed and Garage		
Master bedroom _	5	\$
	5	
Bedroom No. 3	5	\$
	\$	
	\$	
tal	5	\$

* NOTE: Replacement Cost insurance is the most common basis of insurance today. With this extension of coverage, your loss will be paid on the basis of the cost of repairing or replacing the item, with no deduction for depreciation. Talk to your agent, broker or company representative for more information.

INSURANCE COVERAGES

	Current amount of insurance	Required amount of insurance
Dwelling		
Personal property		
Additional living expense		
Personal liability		
Voluntary medical payments		
Other coverages		

INSURANCE POLICIES

Type of Insurance	Amount of Insurance	Policy Number	Expiry Date
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