

- Sewing machine _____
- Television/VCR _____
- Toilet articles _____
- Computer equipment _____
- Games _____
- Toys _____
- Collectibles/knickknacks _____
- Clothing _____
- Shoes _____
- Wall hangings _____
- Other _____

Attic/Basement/Garage

- Furniture _____
- Luggage/trunks _____
- Exercise/sports equipment _____
- Toys _____
- 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 _____

Patio/Porch

- Chairs _____
- Floor covering _____
- Outdoor cooking equipment _____
- Plants/planters _____
- Tables _____
- Umbrella _____
- Other _____

A Final Note...

Most policies limit the amount of reimbursement for theft of valuable items, such as jewelry, furs, stamps, coins, silverware and guns. If you have some particularly valuable items in these categories, you may need to purchase additional coverage called a "floater." These types of policies cover each item individually and are usually quite inexpensive.

This brochure will only be beneficial if you make use of it now. By inventorying your personal possessions ahead of time, you will save yourself from frustration should disaster strike. Your independent insurance agent can help you determine whether your property is adequately protected.



Other Brochures In This Series Include:

- After an Accident
- Filing Your Auto Insurance Claim
- Filing Your Home Insurance Claim
- Insuring Your Sports and Recreational Vehicles
- Protecting Your In-Home Business
- Protecting Your Small Business
- Renters Insurance: Shattering a Few Myths

FOR MORE INFORMATION,
CONTACT YOUR LOCAL INDEPENDENT AGENT.

TAKING INVENTORY OF YOUR HOME



INDEPENDENT INSURANCE AGENTS OF AMERICA
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QUICK READ
CONSUMER BROCHURE

Introduction...

No one plans to lose their valuables and other belongings in a burglary, a fire or a natural disaster. If one of these unfortunate events destroyed your home, would you be able to report exactly what you lost to the police, to the Internal Revenue Service or to your independent insurance agent?

It's easier to do an inventory of your home now rather than sitting down afterward and attempting to remember a lifetime worth of purchases. This brochure, prepared by the Independent Insurance Agents of America, will help you begin your household inventory.

Start Today:

Use the form found in this brochure to complete your household inventory.

Write down any valuable items with their serial numbers (usually found on the bottom or back of major appliances) along with the method of acquisition (purchased, inherited or received as a gift), date purchased and price or approximate value. 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 Videotape



Videotaping each room of your house can make taking inventories easier.

Photographs and a tape recorder can substitute for a video camera.

A complete 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.

Your Inventory

ARTICLE	DATE OF PURCHASE	PRICE
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Living Room

Carpet/rugs	_____	_____
Curtains/drapes	_____	_____
Sofas	_____	_____
Ottomans	_____	_____
Chairs	_____	_____
Coffee tables	_____	_____
End tables and contents	_____	_____
Television/VCR	_____	_____
Camcorder	_____	_____
Videotapes	_____	_____
Video games	_____	_____
Radio/stereo	_____	_____
Compact discs/records/tapes	_____	_____
Bookcases	_____	_____
Books	_____	_____
Musical instruments	_____	_____
Plants/planters	_____	_____
Mirrors	_____	_____
Collectibles/knickknacks	_____	_____
Other	_____	_____

Dining Room

Curtains/drapes	_____	_____
Carpet/rugs	_____	_____
Buffet	_____	_____
Tables	_____	_____
Chairs	_____	_____
China cabinet	_____	_____
China	_____	_____
Silverware	_____	_____
Crystal	_____	_____
Glassware	_____	_____
Clocks	_____	_____
Lamps/fixtures	_____	_____
Serving table/cart	_____	_____
Table linens	_____	_____
Wall hangings	_____	_____
Other	_____	_____

Bathrooms

Clothes hamper	_____	_____
Curtains	_____	_____
Wall hangings	_____	_____
Dressing table	_____	_____
Toilet articles	_____	_____
Electrical appliances	_____	_____

Scale	_____	_____
Shower curtains	_____	_____
Linens	_____	_____
Rugs	_____	_____
Other	_____	_____

Kitchen

Tables	_____	_____
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	_____	_____

Bedrooms

Bookcases	_____	_____
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	_____	_____