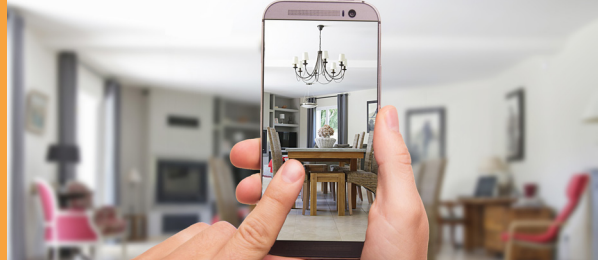


Your Home Inventory



By Faye Griffiths-Smith, UConn Extension Family Economics and Resource Management Educator

A home inventory is a tool you can use to document your ownership of personal property. Homeowners and renters can benefit from having an up to date household inventory in several ways.

You can:

- estimate the value of your possessions. Use these figures to calculate how much home owner's or renter's insurance coverage to purchase.
- provide necessary documentation of possessions to process an insurance claim as quickly and accurately as possible.
- verify losses listed on an income tax return.
- document what you have accumulated over time.
- prepare for a move.
- gather information that will be useful in completing a net worth statement.
- plan for the distribution of an estate.

Over the years, families and households can collect a variety of possessions. They may accumulate clothing, jewelry, electronics, furnishings, collectibles, workshop tools, hobby supplies, sports equipment and other items. Imagine the challenge it could be to document your ownership of valuable possessions following fire, theft, or a disaster. In addition to the physical loss of property, people sometimes find it can be emotionally devastating and very stressful. It may be difficult to recall all the items you might hope to replace.

What You Will Need

A video camera or camera can help you provide documentation of ownership. Another option would be to make copies of the forms included here to catalog your belongings. Working with a partner can help speed the process. Photos or video recordings that include a family member with the possessions are also helpful. Receipts provide valuable documentation. Some may find it helpful to use a three-ring binder for their inventory. Receipts may be included in notebook by inserting pockets or sleeves. Recent appraisals of valuable items such as jewelry are important to include. There are also apps which can help you catalog your personal property.

Here is an example on how to complete your inventory form:

Household Inventory

Room: *Kitchen*

Date completed/updated: *May 1, 2018*

List items and description. Include the name of the manufacturer, model, serial number along with condition of the item, color, and other identification. Add pages as needed.

Item with Detailed Description	Date Purchased	Purchase Price	Location of Receipt Photo, etc
Brand name stainless steel side by side refrigerator, model #345678, Serial #98765, 36 IN. W, 25.4 CU. FT.,	April 20, 2018	\$1,186.79	File cabinet drawer with appliance manuals

Where to begin?

There are several different strategies you can use. One option might be to start with the smallest rooms or areas first such as a closet or pantry. Another idea would be to begin with the first room to the right when entering the home's front door and then proceed to the next room to the right. Another method would be to focus on most valuable items first.

Remember to include places where you keep items of value. Open cupboards, cabinets, closets, and drawers. Be sure to catalog items in the attic, basement, deck, patio, garage, toolshed, and lawn. Also, include rented storage facilities.

List all items of value that you would need or want to replace. Provide details about the specific item so that it can easily be identified. Include the brand name, model and serial numbers, material type, color, size, condition, and features.

Where to Keep Your Inventory

Keep a working copy of your household inventory at home in a fireproof safe. Another copy should be kept off site in a safe deposit box or with a relative or friend. It is wise to keep both paper and electronic copies. A flashdrive or the cloud can be used for storing the inventory.

Keeping Current

It is wise to update your home inventory regularly. You may want to add new items to your inventory as they are purchased. Some may find it helpful to update it annually at a specific time such as the first of the year, wedding anniversary or anniversary of the purchase of your home or move in date, or daylight savings time.

Photos and Inventory Listings

Photos of a family member with your possessions are a great way to document your ownership. You may choose to use this sheet instead of the regular inventory sheet and insert your photos next to a detailed description of the item/s.

Insert photo and date taken	Detailed Description of Item: Date of Purchase: Location of Receipt:
Insert photo and date taken	Detailed Description of Item: Date of Purchase: Location of Receipt:

Sources:

Document and Insure Your Property, FEMA, July 2018

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