To Complete a Home Inventory

1. Make a list of possessions, including ‘celebration’ purchases such as jewelry and fine art.

2. Think about family heirlooms, collections and furniture. Also consider items related to everyday leisure time, from flat-screen televisions to custom guitars.

3. Take note of commonplace items such as toys, CDs and clothing. And do not forget items you may only use occasionally such as holiday decorations, sports equipment, tools and high-ticket items kept outside your home such as landscape and swing sets.

4. Attach copies of original sales receipts and/or appraisal documents to your inventory. Be sure to note model and serial numbers.

5. Group your possessions into logical categories, i.e., by hobby, by room in your home.

6. Carefully photograph or videotape each item and document a brief description including age, purchase price and estimated current value.

7. Remember to open drawers and closets to document what’s inside.

8. Store your home inventory and related documents in a safe, easily accessible place such as a secured site/file online, a fire-proof box or in a safe deposit box. You may want to share a copy with your insurance provider so he or she can make necessary updates to your coverage.

9. Review and update your inventory annually and whenever you make a significant purchase.

10. To get started, download the free myHOME Scr.APP.book app for iPhone® users by visiting the iTunes® App Store or searching ‘NAIC’ in the app store from your phone. Or go to www.insureuonline.org to print a simple home inventory checklist.

NEED HELP?

Contact the Pennsylvania Insurance Department:
Toll-free Automated Hotline 1-877-881-6388 ~ Harrisburg Office (717) 787-2317
Philadelphia Office (215) 560-2630 ~ www.insurance.pa.gov