

10 STEPS

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 Ohio Department of Insurance at
www.insurance.ohio.gov
or call **1-800-686-1526**



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