

## Homeowners Inventory Chart

The information you place in your home inventory file can make insurance claim settlements faster and easier. You should have a record of your property in order to help make an accurate insurance claim. The inventory may also help you in determining whether you may need personal property limits higher than already specified in your policy.

In taking an inventory of your home, you should include everything except vehicles, animals and items that are insured under other policies. This inventory should be kept in a safe location outside of your home (e.g. at work, at a relative's house or in a safe deposit box). It would be helpful if you made a copy of this file and other important documents and placed the originals in safe keeping.

### Home Inventory Tips:

- List every item of value in your house.
- Include the serial numbers of all items that have them.
- Continuously update your Home Inventory as you acquire new items.
- Keep all receipts along with a description of the items.

### Photo Tips:

- Use a color or video camera if possible.
- Take both wide-angle and close-up shots.
- Have a family member in all pictures to help verify ownership.
- Make sure videotapes, slides and pictures are dated.
- To demonstrate quantity of clothing, open closet doors.
- Take pictures of open drawers to show contents.
- When taking pictures of a shiny or reflective surface, hold camera at a 45 degree angle.

Determining ownership and the value of stolen property is difficult after the loss, simply because there is nothing to view. One or more of the following may help verify the facts:

- Receipts, purchase orders or invoices
- Cancelled checks
- Charge account records
- Credit card slips
- Chattel mortgages
- Registration (i.e. guns, boats, etc.)
- Customs declarations
- Warranties and guarantees
- Instruction manuals
- Tax records
- Bills of lading and shipping receipts.

Hopefully, the need for this inventory will never arise. However, if you do experience a loss, you should feel better knowing that you are prepared by having a Home Inventory ready and easily accessible.

### ***How to Reach Us***

For insurance related matters, you can reach the North Carolina Department of Insurance Consumer Services Division at:

800-546-5664 Toll free inside North Carolina  
919-733-2032 Outside of North Carolina  
919-715-0319 TDD (Telephone Device for Deaf Caller)  
919-733-0085 Fax

You can find additional information, including our complaint form, on the North Carolina Department of Insurance Web site at [www.ncdoi.com](http://www.ncdoi.com).

The address for the North Carolina Department of Insurance, Consumer Services Division is:

Consumer Services Division  
North Carolina Department of Insurance  
P.O. Box 26387  
Raleigh, NC 27611





## Sports Equipment

No. Items	Articles	Year Obtained	Original Cost	Estimate of Present Value	Notes
	Bicycles and Equipment				
	Boats and Motors				
	Cameras and Equipment				
	Camping Equipment				
	Children's Toys				
	Coin and Stamp Collections				
	Croquet Sets				
	Firearms				
	Fishing Equipment				
	Golf Clubs and Bags				
	Hunting Equipment				
	Racquets				
	Skiing Equipment				
	Tennis Equipment				
	Trophies				
	Other Hobby and Sports Equipment: (List)				

**Totals**

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## Office

No. Items	Articles	Year Obtained	Original Cost	Estimate of Present Value
	Coats			
	Hats			
	Umbrella			
	Shaver			
	Briefcases			
	Desk Set			
	Other Office Equipment: (List)			

**Totals**

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## Musical Instruments

No. Items	Articles	Year Obtained	Original Cost	Estimate of Present Value	Notes
	Piano				
	Other Musical Equipment: (List)				

**Totals**

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## Silverware

No. Items	Articles	Year Obtained	Original Cost	Estimate of Present Value
	Knives, Forks, Spoons			
	Silver Hollow Ware			
	Service Sets			
	Other Silver Flatware: (List)			

**Totals**

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## China and Glassware

No. Items	Articles	Year Obtained	Original Cost	Estimate of Present Value
	Chinaware: (List)			
	Glassware: (List)			

**Totals**

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## Extra Bedroom(s)

No. Items	Articles	Year Obtained	Original Cost	Estimate of Present Value	Notes
	Bric-a-Brac				
	Beds				
	Bureaus				
	Carpets and Rugs				
	Cedar Chests				
	Chairs				
	Cosmetics				
	Clocks				
	Curtains and Shades				
	Desks				
	Draperies				
	Dressers				
	Dressing Tables				
	Electrical Appliances				
	Lamps				
	Mattresses				
	Mirrors				
	Night Stands				
	Pictures				
	Radio				
	Tables				
	Vanity Set				
	Other: (List)				

**Totals**

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## Bath Room(s)

No. Items	Articles	Year Obtained	Original Cost	Estimate of Present Value	Notes
	Bath Linen				
	... Bath Mats				
	... Guest Towels				
	... Hand Towels				
	... Bath Towels				
	... Wash Cloths				
	Furniture: (List)				
	Cosmetics/Lotions				
	Medicines				
	Scales				
	Sun Lamp				
	Other: (List)				

**Totals**

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## Summary

Articles	Original Cost	Estimate of Present Value	Notes
Musical Instruments			
Silverware			
China and Glassware			
Sports and Hobby Equipment			
Office			
Living Room			
Dining Room			
Kitchen			
Recreation or Family Room			
Library, Den or Study			
Master Bedroom			
Extra Bedroom(s)			
Bathroom(s)			
Attic, Basement, Garage Patio/Deck			
Miscellaneous			
Other: (List)	xxxxxxx	xxxxxxx	

**Totals**

**Total Amount of Your Present Insurance on Personal Property**